



Ambassador's Community Grants Fund for HIV/AIDS Relief

Each year, the United States Ambassador's HIV/AIDS Relief Fund in Tanzania will award grants ranging from \$5,000 to \$30,000 to support some of Tanzania's most promising small community- and faith-based organizations (CBOs and FBOs) that are making significant contributions to the fight against HIV/AIDS.

The majority of the grants will be focused on projects that assist orphans and vulnerable children (OVC) and people living with HIV/AIDS (PLWHA). Funding will not be provided for the construction or expansion of medical clinics.

Projects will be judged on merit; only the most qualified applicants will receive funding. To improve your chances of receiving an Ambassador's Community Grant, please carefully review the instructions before submitting your grant application.

INSTRUCTIONS FOR SUBMITTING A COMPLETED APPLICATION

READ THE APPLICATION GUIDELINES CAREFULLY: Not all projects will qualify for this fund. Before applying for a grant, review the requirements for submitting a complete and competitive proposal.

PROVIDE ORGANIZATION, COMMUNITY and PROJECT DETAILS: Tell us about your organization, its work history, and how this project will benefit your community. Be sure to describe the people who will benefit from your project and provide an estimate of how many people will benefit.

APPLY FOR THE MINIMAL AMOUNT OF FUNDING YOUR PROJECT WILL REQUIRE: **Projects that show the most efficient use of funds are the most likely to receive a grant.** If your project can be accomplished with less money than you are requesting, your application will not be selected for funding.

REMEMBER THAT THIS IS TO BE A COOPERATIVE EFFORT: Your application must include details of how and in what form your group will contribute to the project (money, materials and/or labor, etc.). **Grants will only be awarded to organizations whose projects involve significant community contribution.**

PROVIDE A BUDGET, A PROJECT TIMELINE, AND, IF YOUR PROPOSAL INVOLVES INCOME GENERATING ACTIVITIES, A BUSINESS PLAN: Please be aware, in most cases the Ambassador's Community Grant money cannot be used to pay for salaries or perishables (such as food).

PROVIDE MEASURABLE RESULTS: To qualify for funding, your project must be able to report on how the grant funds have contributed to supporting an HIV/AIDS response and/or OVC care and support. (Please see the following page for more information regarding "measurable results")

GATHER SUPPORTING MATERIALS and DOCUMENTATION: Include a copy of your group's registration, pro-forma invoices for all materials listed in your budget, a site map and any letters of support from District officials or other U.S. government partners.

PROVIDE RELIABLE CONTACT INFORMATION: **Include at least one cell number.**

FILL-OUT THE APPLICATION COVERSHEET (see page 4): Every application must include the attached application cover sheet.



THE APPLICATION PROCESS

Applications will be reviewed twice a year, in April and October. At the end of each review approximately 10 applicants will be selected to receive an Ambassador's Community Grants award. The U.S. Embassy's Community Grants program will then begin processing applications for the next round of review. Due to the large number of funding requests that the Embassy receives, applications may not be reviewed for up to six weeks after submission. Please submit your application at least two months in advance of the April or October deadlines.

Upon receipt of your application by a program officer, you will receive a notification email or letter as to the status of your project. Typically, your application status will fall within one of three categories:

1. Your project application met program requirements and will be considered for funding in May/October. PLEASE NOTE, this does not mean your project will receive funding.
2. Your project application has merit, but you are missing key information which you need to re-submit to the Ambassador's Community Grants office.
3. Your application and/or project does not meet funding criteria and will not be considered for funding. In this case you are welcome to choose an alternative project and re-apply for an Ambassador's Community Grant.

To increase your chances of receiving a grant, read the application guidelines carefully and submit the **Application Cover Sheet** along with other required documentation and any additional information (such as photos and recommendation letters) that will show the worth of your project.

NOTE: Project proposals must be submitted by a registered local community group and not by local officials or individuals. Groups must have diverse membership (no single families) and must be already established and operating.

MEASURING RESULTS

To qualify for funding, your project must be able to report on the results produced by the grant. Page 2 of the application cover sheet asks for these statistics. For example, an Orphans and Vulnerable Children (OVC) care program might report that over the last year 75 OVC received food support and child protection. A program of home-based caregivers might explain that they provide care to 120 patients annually. A drop-in centre might train eight community volunteers each year as activity coordinators. These numbers reveal the work that the project has accomplished, so they are *measurable results*.

Each project accepted for funding must report its results twice a year (April 1 and October 1). Depending on the focus of your project, below are examples of data you would report (count or describe) twice a year:

Orphans and Vulnerable Children (OVC) Projects

- Number of children served
- Number of providers/caregivers trained
- Services provided (such as food support, shelter, education, general care)

Community-based Palliative and Home Care Projects

- Number of individuals provided with general HIV-related palliative and home care
- Number of caregivers trained to provide HIV-related palliative and home care
- Type of care provided (such as physical, spiritual, psychological, or social support)



REQUIREMENTS FOR INCOME GENERATING ACTIVITIES/ PROJECTS

Groups seeking funding for income generating activities, such as the sale of food, goods or services, in addition to submitting a project budget and timeline must provide a brief business plan that includes the following information:

1. Background and justification: explain your reasons for developing this particular business, i.e., has this business been tried before in this community? What is the level of demand for your product/service? Who will purchase these goods and/or services?
2. Anticipated overhead costs: How much money is required to start your business?
3. Anticipated weekly costs of doing business: Estimate your weekly cost for expenditures such as transport of goods, labor, materials, etc.
4. Sale Price: At what price will you sell your product/service?
5. Weekly Sales: How much of your product/service do you expect to sell weekly?
6. Please use the table below to calculate your expected weekly profits

Weekly Income from Business	Weekly Business Costs	Weekly Profit (Income – Cost = Profit)

7. What are some challenges you may face in your business and how do you think you will overcome those challenges?
8. Please provide a brief explanation of who will manage the accounts for the group and how profits will be used/distributed

EXAMPLES OF ELIGIBLE AMBASSADOR'S COMMUNITY GRANTS PROJECTS

THE AMBASSADOR'S HIV/AIDS RELIEF FUND targets projects that provide care and support programs to assist individuals and communities affected by HIV/AIDS, especially orphans and vulnerable children (OVC) and people living with HIV/AIDS (PLWHA). The grants should not be used for the direct costs of antiretroviral treatment, but can support services, efforts and programs that indirectly support an individual's successful HIV treatment regimen.

GENERALLY, PROJECTS WILL FALL INTO TWO PROJECT CATEGORIES:

- Support for orphans and vulnerable children (OVC)
- Support for community-based HIV and AIDS care and support activities

The projects listed below are examples of the types of projects that could be funded (please note that this list is not comprehensive, but for example only). The Community Grants program is always interested in receiving proposals for innovative and exciting projects, but these are **EXAMPLES OF PROJECTS THAT HAVE BEEN SUCCESSFUL**:

- Home-based caregiver kits and medical supplies
- Training for staff and volunteers
- Equipment for OVC support sites
- Educational materials and training supplies
- Equipment for income generation initiatives
- PLWHA outreach and support activities

NOTE:

- Ongoing administrative or operating costs, such as stipends or rent, may be included in the request, but should only account for a small portion of a comprehensive grant proposal.
- Ambassador's Grants can not be used to pay VAT. **VAT must be paid by the grantee.**



THE FOLLOWING PROJECTS ARE NOT ELIGIBLE FOR AN AMBASSADOR'S GRANT

- Construction or expansion of medical clinics
- The purchase of perishable materials, such as food (Flour, eggs, etc.)
- Start-up projects (Your group must be established.)
- Personal/individual/single family enterprises, including for tuition
- Projects of a purely political, military or religious nature
- School tuition or exam fees

SUBMITTING YOUR PROPOSAL

Post or email your completed application to:

Community Grants Coordinator

Ambassador's Fund for HIV/AIDS Relief

United States Embassy

P.O. Box 9123, Dar es Salaam

Telephone: 2668001, Fax: 2668238, Email: brownpj@state.gov

- Applications can be submitted via post or email.
- You can access additional Ambassador's Community Grants information, as well as an on-line copy of the application, at <http://tanzania.usembassy.gov/grants.html>.
- Proposals sent to the Ambassador's Community Grants Program WILL NOT BE RETURNED.

For your application to be considered, you MUST attach the following documents:

1. A detailed **history** of your organization and project, stating when it started, what has been accomplished, what you have done for the community, and how the community supports your work;
2. Reliable contact information, with at least one cell phone number;
3. A **map** showing how to get to your project from a major road;
4. A Budget and Project Timeline. The budget must be broken down by items that will be purchased using U.S. Embassy grant money and what will be purchased using group/community money. Also, attach pro forma invoices for all items to be purchased with AHAF money;
5. Copy of project **bank account details**, if available;
6. Proof that the project has its own land (in the name of the project) or permission to occupy the land, e.g., signed **lease agreement** or **land deed**;
7. If project is a residential facility, a copy of your **registration** from the Department of Social Development

TAHADHARI: Jihadhari na matapeli (au udanganyifu) Kumekuwa na matukio mengi ya watu kutapeliwa na wajanja wachache wanaodai kuwa wao ni "Wawakilishi wa Ubalozzi" wanaoweza kufanikisha maombi ya misaada ubalozini, kwa malipo. Kama una maswali yanayohusu misaada inayotolewa na Ubalozzi, tafadhali piga simu Ubalozini wewe mwenyewe, na omba kuongea na Mratibu wa Misaada ya Ubalozzi ambaye ni Mmarekani.



Ambassador's Community Grants Application Cover Sheet

To apply for an Ambassador's grant, submit this form along with supporting documentation. Supporting documentation must include: a description of your organization; specific project details, including the number of people who will benefit and how; project measurables (see above description of *measurables*), a timeline and budget (with pro forma invoices); a map to your site location; if you are a registered organization, a copy of your registration certificate; and, if you are proposing an income generating project, a developed business plan that shows an understanding of your product/service that you are selling and your customers. Other items that you may want to attach include: a supporting letter from a district official or a U.S. Government HIV/AIDS partner, photos, or press clippings.

CONTACT INFORMATION

Project Name _____

Group/Organization Name _____

Primary Contact Person _____

 Land Number _____

 Cell Number _____

 Email Address _____

 Fax Number _____

Secondary Contact Person _____

 Cell Number _____

 Email Address _____

Project Address _____

 District & Region _____

PROJECT INFORMATION

GRANT REQUEST (in TSH): _____

Number of People working on your project _____

Project Beneficiaries _____

Materials to be Purchased _____

Community Contribution _____

Other Donors to your Organization _____

Has your group received U.S. government funding in the past? If yes, when and for what purpose? _____



GRANT REQUEST INFORMATION

Briefly explain what the requested funds will be used for, how the grant money will be distributed and who will be responsible for managing the grant money:

Income Generating Project Estimates*

** Only fill-in this section if your group is seeking funding for an income generating activity, such as the sale of food, goods or services.*

Explain your reasons for developing this particular business, i.e., has this business been tried before in this community? _____

What is the level of demand for your product/service? Who will purchase these goods and/or services? _____

How much money is required to start your business? _____

At what price will you sell your product/service? _____

Please use the table below to calculate your expected weekly profits

Weekly Income from Business	Weekly Business Costs	Weekly Profit (Income – Cost = Profit)

What are some challenges you may face in your business and how do you think you will overcome those challenges? _____
