



*Embassy of the United States of America
Yaounde, Cameroon*

**Julia Taft Refugee Fund
General Guidelines**

Dear Applicant,

Thank you for your interest in the **Julia Taft Refugee Fund**. This document provides program guidelines, application instructions, and contact information. Applications are available online at <https://cm.usembassy.gov/education-culture/small-grants-program/>, upon request via email to **grantsyaounde@state.gov**, or at the embassy's main entrance. Please read all information carefully before completing the application form. All applicants with strong projects matching the fund requirements may complete and submit their application for consideration via email or to the address indicated below:

**Julia Taft Fund for Refugees
Embassy of the United States of America
B.P. 817 Yaoundé**

Selection Timeline

Application deadline: March 1, 2018. However, applications are accepted on an ongoing basis.
Selection period: April-June
Award period: July - August

We receive a high number of proposals each year and we try to respond to each applicant. If you have not heard from us within six (6) months of submitting your application, please request the status of your application via email at grantsyaounde@state.gov.

Important Reminders:

The Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

- Submit a filled, typed and signed Julia Taft for Refugees Fund application form
- Provide a detailed budget and a timeline for completion
- Complete and sign Form SF-424, Application for Federal Assistance (if preselected)
- Do not submit any documents not requested in these instructions
- If your project is chosen for consideration, someone will visit the site to talk to you about the proposal and verify the information on the application.
- Include a sketch and/or a description of how to locate your project's site
- Include current mailing address, telephone number, and e-mail address, if available.
- Make a copy of the application and all supporting documents for your records.
- Send the original completed application to the Embassy, preferably via email at grantsyaounde@state.gov.

Contact Information to submit your application

Address: **Julia Taft Fund for Refugees**
Embassy of the United States of America
B.P. 817 Yaoundé

Email: **grantsyaounde@state.gov**

Telephone: 222-201-500 Ext. 4171

Fax: 222-201-503

Office Hours: Monday through Thursday 7:30 am - 5:00 pm and Friday 7:30 am - 12:30 pm



What is the Julia Taft Fund for Refugees?

The Julia Taft Fund for Refugees is an initiative by the U.S. Department of State Bureau of Population, Refugees, and Migration (PRM) to respond to critical unmet needs of refugees. Created in 2000, the Julia Taft Fund for Refugees supports projects that fill gaps in refugee service not already being addressed by other organizations. The Julia Taft Fund for Refugees is meant to cover a one-time need of no more than \$25,000 and cannot support a program for more than one year. Successful programs are those that can be implemented locally and that are not being addressed by the Office of the United Nations High Commissioner for Refugees (UNHCR), other international organizations, or non-governmental organizations (NGOs).

What can the Julia Taft Fund for Refugees support?

The Julia Taft Fund is intended primarily to support projects that assist refugees or returned refugees. We will also consider support of projects that benefit both refugees and returnees. We cannot provide direct support to the local government, we cannot recommend a project funded the previous year, nor can we provide continued funding for a project since the Julia Taft Refugee Fund is meant to cover a one-time need and not a long-term program.

Who is eligible to apply?

The Julia Taft Fund for Refugees is limited to registered CBOs, associations, non-governmental organizations (NGOs) with at least 2 years of experience working in Cameroon. Recipients of the previous year's Julia Taft fund are normally not eligible for the current year's funds.

How can my organization apply for funding?

NGOs are invited to submit a grant proposal for their projects by March 1 of the current year using the standard U.S. Embassy application forms listed above, preferably via email to grantsyaounde@state.gov.

Please note the following guidelines when preparing proposals:

- Project budgets cannot exceed \$25,000.
- An applicant must have and attach a **Code of Conduct**, which must be consistent with the UN's Inter-Agency Standing Committee (IASC) recommendations on the prevention of sexual abuse and exploitation:
 - 1) Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
 - 2) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
 - 3) Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
 - 4) Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian work.



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5) Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via established agency reporting mechanisms.

6) Humanitarian workers are obliged to create and maintain an environment, which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.

Selection and Award Process

If a project is chosen for consideration, someone from the U.S. Embassy will contact the applicant, verify the information, and visit the site. The stages in the selection and award process are:

- The grants office staff reviews all the applications and selects a preliminary list of projects.
- A committee reviews the preliminary list and selects the finalist projects.
- The grants office staff conducts site visits and works with potential grantees on suggested updates to the proposals. During this phase, the grants office staff makes the final recommendation to the committee and submits a final project for the Ambassador's approval.
- The Grants Officer and the project's representative sign the agreement and the grant is awarded.

Selection Criteria

Applications will be reviewed in two phases according to their administrative compliance and their quality assessment. Projects which fail to fulfill the administrative compliance requirements will be excluded from further consideration.

➤ **Administrative compliance**

The application was submitted on the form posted on the embassy's website or collected from the Embassy and submitted within the announcement's deadline; form is complete, proposal meets program requirements and application includes all the supporting required documents.

➤ **Quality assessment (50 points)**

Assessment will be conducted by an evaluation panel on a scale from 0 to 50 points and recommendation for an award will be based on highest scores and total program funding:

A. Project justification, goals and benefits (20 points)

The proposal addresses a specific problem that affects the community and proposes a project that will improve the economic and/or social conditions at the community or village level. It targets an adequate number of people and describes how it will benefit the target population.

B. Sustainability and community ownership (10 points)

Ideal projects will demonstrate a high degree of community involvement to develop, implement, and monitor the project to assure successful completion and sustainability. The project has a concrete and realistic strategy for maintenance and follow-up to assure sustainability beyond project completion.



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C. Budget and budget justification (10 points)

The budget description should detail all funds requested, as well as all community matching funds and in-kind contributions. The estimated expenditures of the proposed activities are necessary, reasonable, and realistic for the implementation of the project. Budgets submitted should follow the budget format provided. Please also specify whether matching funds and other contributions are pending or secured.

D. Organizational capacity and experience (5 points)

Applicants must show capacity to implement the scope and scale of the proposed work and the ability to successfully complete the project within the proposed budget and timeline. Organizations that have previously carried out similar or other development projects with a proven record of project completion may be ranked higher during the evaluation process.

E. Timeline and Readiness (5 points)

Project timeline should be feasible, appropriate and connected to project goals and budget. Readiness is the degree to which the project is ready for implementation in terms of land ownership, willingness, designs, and authorizations.

How to Apply for the Fund

- Complete the application form. The application form is available online or can be requested in person through the Grants Office. A fillable form can also be requested by email.
- Type or write clearly and answer every question as best as possible.
- Include a specific budget with cost estimates and a timeline for completion.
- Include a sketch or a description of how to find the project's site.
- The project's representative must sign the Julia Taft for Refugees application form.
- Complete and sign Form SF-424, Application for Federal Assistance.
- Make a copy of the application and all supportive documents for your records.
- Send the original completed application to the U.S. Embassy. Applications can also be sent by email to: grantsyaounde@state.gov.

Thank you for your interest in the Julia Taft Fund for Refugees. We look forward to hearing from you.