



The U.S. Ambassador’s Special Self-Help Fund
Application

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

Funding Opportunity #: AFYDE-SSH-GR-POLECON-2018

Date: _____

1. COMMUNITY OR GROUP INFORMATION (please provide copy of registration certificate and bylaws)	
1.1 Group Identity and Contact	
Name of group or association:	
Type of group (check where appropriate):	<input type="checkbox"/> CIG <input type="checkbox"/> Association <input type="checkbox"/> NGO <input type="checkbox"/> Health organization <input type="checkbox"/> Educational organization <input type="checkbox"/> Other (specify)_____
Name of President /Delegate	
Address or P.O. Box:	
Telephone:	
E-mail:	
1.2 Group’s Project Manager (if any)/Alternate Group Contact Information	
Name:	
Title:	
Address or P.O. Box:	
Telephone:	
E-mail (mandatory):	
1.3 Reference	
Name:	
Organization:	
Address or P.O. Box:	
Telephone:	
E-mail (mandatory):	
1.4 Description of Group or Community	
How long has the group existed?	
How many members?	



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How often do you meet?	
How are you organized?	
What development activities has your group implemented in support of the community?	
Have you ever received a grant from the US Embassy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	Amount: Year: Project title/type: Project Site:

2. PROJECT INFORMATION	
2.1 Project Identification	
Project title:	
Project type:	<input type="checkbox"/> WASH <input type="checkbox"/> Social Services <input type="checkbox"/> Income Generating Activities <input type="checkbox"/> Environment/Agriculture <input type="checkbox"/> Other (specify) _____
Elements and quantity to realize in project (egg: 2 wells, 2 classrooms, 3 mills, etc.):	
2.2 Project Location	
Village or quarter:	
Sub-division:	
Division:	
Region:	

NB: Every project considered for funding will be visited before final approval. Please include a sketch or description with this application showing how to find you.

2.3 Project Description
2.3.1 Number of beneficiaries
Men _____ Women _____ Boys _____ Girls _____ Total _____
2.3.2 Project background (describe the context of the project)
2.3.3 Project justification (why is this project necessary?)



2.3.4 Project goal (what is the purpose of the project?)	
2.3.5 Project expected impact (Describe the new situation that will arise because of the project)	
2.3.6 Project activities (for constructions, include sketches or drawings of any buildings. These do not need to be formal blueprints.)	
<ul style="list-style-type: none"> • What have you already done? Explain both planning and any construction. (Examples: foundation laid, walls raised to roof level, funds raised, etc.) 	
<ul style="list-style-type: none"> • When did work on the project begin or when do you anticipate it will begin? 	
<ul style="list-style-type: none"> • Explain how much work has to be done to complete the project and how long it will take. (You must attach an activity timeline like the sample on the last page of this form.) 	
2.3.7 Project sustainability (What is your organization’s plan to ensure the project’s sustainability? (e.g.: water management committee, community contributions for maintenance/repairs, etc.)	
2.4 Project Financial Summary	
2.4.1 General financial details (Attach a detailed budget or cost estimate to your application. For equipment purchase, include pro forma invoices from at least two different sources).	
What is the total cost of this project?	
How will these funds be used?	Attach detailed budget (see Sample A)
How much money have you already raised for this project and has it been used? In FCFA:	Amount raised:
	Amount used:
Who provided this money?	
Are other embassies, donors, or government agencies providing money or support for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please provide details:



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2.4.2 Embassy grant	
How much money are you requesting from the United States Embassy?	FCFA:
2.4.3 Community and other contributions	
Labor	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe:
Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe:
Materials	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe:
Money	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe:
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe:
2.4.4 Income generation	
When completed, will the project produce income?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much?	
Who will control the income generated?	
How will the income be used?	

Signature of President / Delegate
Name: _____
Title: _____
Date: _____

Signature of Local Authority
Name: _____
Title: _____
Date: _____



Applicant Check List

- Include a budget similar to Sample A on the following page or the Excel sample file provided.
- Include a timeline similar to Sample B on the following page.
- Include a sketch and/or a description of how to locate your project's site.
- Verify that you have provided a correct and current mailing address, telephone number and e-mail address, if these are available.
- Sign the application.
- Make a copy of the application and all supportive documents for your records.
- Do not submit any documents that have not been requested.
- Send the original completed application to the Embassy.

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Sample A: Budget

The budget should be stated in local currency (francs CFA) and should include a budget summary and a budget narrative that includes the details of the costs associated with each line items and other relevant information to support the proposed budget. There should be a direct relationship between the activities described in the proposal and the budget. All proposals should use the following sample budget format.

Date:

BUDGET SUMMARY FOR: INCLUDE NAME OF ORGANIZATION

NAME OF PROJECT	TOTAL (CFA)	FUNDING SOURCE		
		U.S. Embassy (CFA)	Community (CFA)	Total (CFA)
Phase I: Clearing of site and construction of foundation	63,500	52,500	11,000	63,500
Phase II: Raising of walls	43,000	35,000	8,000	43,000
Phase III: Windows and doors, painting, finishing	15,200	12,000	3,200	15,200
TOTAL	121,700	99,500	22,200	121,700

BUDGET NARRATIVE: INCLUDE DETAILS OF EXPENSES

	UNITS	UNIT PRICE (CFA)	TOTAL (CFA)	FUNDING SOURCE		
				U.S. Embassy (CFA)	Community (CFA)	Total (CFA)
Phase I: Clearing of site and construction of foundation						
Clearing of Site in m2	2	500	1,000	0	1,000	1,000
Cement	5	2,000	10,000	0	10,000	10,000
Sand	3	1,000	3,000	3,000	0	3,000
Gravel	3	1,500	4,500	4,500	0	4,500
Skilled labor	2	10,000	20,000	20,000	0	20,000
Unskilled labor	5	5,000	25,000	25,000	0	25,000
TOTAL PHASE I			63,500	52,500	11,000	63,500
Phase II: Raising of Walls						
Cement	10	2,000	20,000	20,000	0	20,000
Sand	4	2,000	8,000	0	8,000	8,000
Stones in m3	2	7,500	15,000	15,000	0	15,000
TOTAL PHASE II			43,000	35,000	8,000	43,000
Phase III: Windows and doors, painting, finishing						
Paint	29	300	8,700	8,700	0	8,700
Window painting (15 windows)	15	800	12,000	12,000	0	12,000
Door painting (4 doors)	4	800	3,200	0	3,200	3,200
TOTAL PHASE III			15,200	12,000	3,200	15,200
TOTAL			121,700	99,500	22,200	121,700



Sample B: Activities Timeline

All proposals should use the following sample activities timeline.

Project Activities	January 2018 – October 2018									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Phase I										
Clearing of site	X									
Digging of foundation		X	X							
Construction of foundation			X	X						
Phase II										
Raising of walls				X	X	X				
Rafters, roofing, ceiling							X	X		
Flooring								X		
Phase III										
Windows/doors painting, finishing								X	X	
Submission of final report										X