Small Grants Program
B.P. 817 Yaoundé, Cameroon

Julia Taft Refugee Fund
Application

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

Funding Opportunity #: AFYDE-JTF-GR-POLECON-2021

Date: _____

1. ORGANIZATION'S INFORMATION (please provide copy of registration certificate and bylaws)	
1.1 Organization Identity and Contact Information	
Name of group or organization:	
Type of group (check where appropriate):	☐ **CIG** ☐ **Association** ☐ **NGO** ☐ **Health organization** ☐ **Educational organization** ☐ **Other (specify)**_____
Name of President /Delegate	**First:** **Last:**
Address or P.O. Box:	
Telephone:	
E-mail (obligatory):	
1.2 Organization's Project Manager (if any)/Alternate Group Contact Information	
Name:	**First**: **Last:**
Title:	
Address or P.O. Box:	
Telephone:	
E-mail (obligatory):	
1.3 Description of Organization	
When was your organization legalized? (attach paper)	
How many members?	
How often do you meet?	
How are you organized?	
What are your main activities?	
Have you ever received a grant from the US Embassy?	☐ **Yes** ☐ **No**
If Yes:	**Amount:**

	Year: **Project title/type:** **Project Site:**

2. ORGANIZATION'S PAST EXPERIENCE		
2.1 Previous projects carried out by the organization		
Project 1	**Title:**	
	Type:	
	Main Donor:	
	Amount:	**Donor's share =** **Group's contribution =** **Project total amount =**
	Year	
Project 2	**Title:**	
	Type:	
	Main Donor:	
	Amount:	**Donor's share =** **Group's contribution =** **Project total amount =**
	Year	

2.2 Reference (cite 2 references that know your organization and its activities, but are not members or representative of your organization)

Name	**Organization & Title**	**Contact** (telephone and E-mail)

3. PROJECT INFORMATION	
3.1 Executive Summary	
3.2 Project Identification	
Project Title:	
Project Type:	☐ **WASH** ☐ **Social Services** ☐ **Income Generating Activities** ☐ **Agriculture / Environment** ☐ **Other (specify)**_____
Cite Project Deliverables (e.g.: 2 wells, 2 classrooms, 3 mills, etc.):	
3.3 Project Location	
Village or Quarter:	
Subdivision:	
Division:	

Region:	

NB: Every project considered for funding will be visited before final approval. Please include location plan (sketch/ directions) with your application specifying how to get to your location.

3.4 Project Description
3.4.1 Number of Beneficiaries
Men_____ Women_____ Boys _____ Girls _____ **Total** _____
3.4.2 Project Background (describe the context of the project)
3.4.3 Project Justification (why is this project necessary?)
3.4.4 Project Objectives (overall goal and specific objectives)
3.4.5 Project Expected Impact (Describe the new situation that will arise from your project)
3.4.6 Project activities (for constructions, include sketches or drawings of any buildings. These do not need to be formal blueprints.)
What have you already done? Explain both planning and any construction. (Examples: foundation laid, walls raised to roof level, funds raised, etc.)
3.4.7 Key Personnel
3.4.8 Project partners (if any)
3.4.9 Project sustainability strategy
3.4.10 Project Monitoring and Evaluation

3.4.11 Project Timeline (You must attach an activity timeline like the sample on the last page of this form)
• *What have you already done? Explain both planning and any construction. (Examples: foundation laid, walls raised to roof level, funds raised, etc.)*
• *When did work on the project begin or when do you anticipate it will begin?*
• *Explain how much work has to be done to complete the project and how long it will take.*
3.5 Project Financial Summary
3.5.1 General financial details (Attach your project 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 much money have you already raised for this project and has it been used? In FCFA:	
Who provided this money?	
How much will your organization contribute again?	
Are other embassies, donors, or government agencies providing money or support for this project?	☐ **Yes** ☐ **No** **If yes, please provide details**:
3.5.2 Embassy grant	
How much money are you requesting from the United States Embassy?	**FCFA**:
How will the money be used?	Attach project budget (see template)

_____ _____

Signature of President/Delegate **Signature of Local Administrative Authority**

Name: _____ Name:_____

Title: _____ Title: _____

Date: _____ 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 location plan (sketch/directions) of how to locate your office/ project's site.
- Verify that you have provided a correct and current mailing address, telephone number, and e-mail address.
- Sign the application.
- Make a copy of the application and all supportive documents for your records.
- Do not submit any documents that were not requested.
- Send the original completed/signed application to the U.S. Embassy.

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

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, but on an Excel sheet.

BUDGET SUMMARY: USE AN EXCEL SHEET

Date:
Name of organization:

Phases	Budget line/Item	USA Embassy (FCFA)	Organization's contribution (if any	Other donors (if any)	Total
Phase 1	Activity 1	500,000	-	-	500,000
	Activity 2	-	-	-	-
	Activity 3	190,000	-	-	190,000
	Sub-total phase 1	***690,000***	-	**-**	***690,000***
Phase 2	Activity 4	900,000	-	-	900,000
	Activity 5	-	-	-	-
	Activity 6	300,000	-	-	300,000
	Activity 7	120,000	-	-	120,000
	Activity 8	320,000	-	-	320,000
	Activity 9	300,000	-	-	300,000
	Sub-total phase 2	***1,940,000***	-	**-**	***1,940,000***
Phase 3	Activity 10	100,000	-	-	100,000
	Activity 11	100,000	-	-	100,000
	Final reporting	-	-	-	-
	Sub-total phase 3	***200,000***	-	**-**	***200,000***
	Grand Total	**2,830,000**	-	**-**	**2,830,000**

NB: Name the activity
10% is authorized for project running cost.

Sample B: Activities Timeline

All proposals should use the following sample activities timeline.

Project Activities	**May 2021 – April 2022**											
	May	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**
Phase I												
Activity 1	X											
Activity 2 and 3		X	X									
Phase II												
Activity 4				X	X	X						
Activity 5 and 6							X	X				
Activity 7 and 8								X				
Activity 9												
Phase III												
Activity 10									X	X		
Activity 11											X	
Writing Final Report												X
Evaluation												X

NB: Name the activity