

U.S. Embassy Addis Ababa  
Ambassador's Community Grants Program Office  
P.O. Box 1014 Addis Ababa, Ethiopia

Dear Applicant,

Thank you for your interest in the assistance of the United States Embassy in achieving the goals of your project. The Ambassador's Special Self-Help Program (SSHP) provides financial assistance to community-initiated activities in Ethiopia that **promote self-reliance and foster development** in the areas of gender and disability support, education, health, water and sanitation, environment, skills-building and income generation, among others.

Projects selected for Ambassador's Special Self-Help funding:

- Are initiated by the community or village, and benefit residents by increasing income or improving living conditions.
- Are sustainable and do not require continued outside support after the one-time contribution from the SSHP.
- Require substantial community contributions in the form of cash, labor or materials.
- Completed within one year.

The maximum award for funded projects is \$12,000 and most Self-Help grants are between \$5,000 and \$12,000. All grants are "one-time only" with the project period to start on October 1, 2017 and end by September 30, 2018.

Please review the criteria noted above and carefully consider whether your project qualifies. If so, complete the attached application form by answering each question. For proposed community development activities, we encourage you to include commitment letters from the appropriate local authorities e.g. attaching a letter of support or bylaws from your local Small and Microenterprise Office for microenterprise activities.

Applications for SSHP funding will be accepted starting from **February 13, 2017**. The **final deadline** for receiving applications is **Thursday April 13, 2017**. Applications received after the closing date and time will not be considered until the next funding cycle.

Applications will be accepted in either paper or electronic format. Electronic applications may be submitted in either Microsoft Word or PDF format. Send your applications to:

**Ambassador's Community Grants Program Office**  
**Special Self-Help Program (SSHP)**  
**U.S. Embassy, P.O. Box 1014,**  
**Addis Ababa**  
**Tel. (Office): 0111-30-65-33/6152**  
**Fax: 0111-24-24-31**  
**E-mail: [AddisCommunityGrants@state.gov](mailto:AddisCommunityGrants@state.gov)**

**GRANT APPLICATION SUMMARY SHEET**

(Complete and attach to proposal)

**Organization Name:** \_\_\_\_\_

**Town:** \_\_\_\_\_ **Woreda:** \_\_\_\_\_ **Region:** \_\_\_\_\_ **P.O. Box:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Location (town, woreda and region):** \_\_\_\_\_

**Amount of Request to U.S. Embassy:** \_\_\_\_\_

**Total Project Budget:** \_\_\_\_\_

**Community Contribution (for example, cash, labor, materials):**

\_\_\_\_\_  
\_\_\_\_\_

**Has your organization begun working on the project?** \_\_\_ Yes \_\_\_ No

If yes, please attach a photo illustrating the work already completed.

**Has your organization applied previously for Special Self-Help funds?** \_\_\_ Yes \_\_\_ No

If yes, provide the name of the project, the year applied and the result of the request:

\_\_\_\_\_

**Project Summary:** Provide a brief summary of the project for which you are applying for funding. Please be sure to detail what *specific* problem or need your project will address.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of person completing this form:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION FOR ASSISTANCE**

Please complete fully and return by mail, fax or email.

**1. Applicant Organization**

Name: \_\_\_\_\_

Town: \_\_\_\_\_

Woreda: \_\_\_\_\_

Region: \_\_\_\_\_

P.O. Box: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Project Title:** What is the name of the project?

**3. Location:** In which town, woreda and region will the project be implemented?

**4. Type:** What is the type of project for which you are seeking U.S. Embassy assistance (For example; potable water development, microenterprise activities)?

**5. Purpose:** What will the project accomplish?

6. **Rationale:** What problem or need will the project address? Please be sure to clearly state the problem that requires your intervention and how you will mitigate and/or alleviate it.
  
7. **Objectives:** What are the project's objectives? All objectives should be **SMART** (i.e., Specific, Measurable, Achievable, Realistic/Relevant and Timed).
  
8. **Activities:** Provide a brief narrative of your proposed project. Be sure to list the activities in the order in which they will be accomplished. Has work already begun? If so, please attach a photo illustrating the work already completed. Please note that construction activities will require blueprints to be submitted.
  
9. **Timeline:** When did work on the project begin or when do you anticipate it beginning? What is the estimated time it will take to complete the project?
  
10. **Beneficiaries:** How many and what population groups (for example, women, people with disability, street children) will benefit from the project?

Direct beneficiaries: male \_\_\_\_\_ female\_\_\_\_\_

Population(s):

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Indirect beneficiaries: male \_\_\_\_\_ female\_\_\_\_\_

Population(s):

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11. **Expected Outcomes:** In what ways will the beneficiaries' lives change or improve as a result of the project? How will you know the intended change or improvement has been achieved?
  
12. **Engagement of Stakeholders:** What stakeholders (beneficiaries on whose behalf your NGO is applying for funds) need to be engaged to ensure the project's success? How will you involve them? What is the role, if any, of the Ethiopian Government in this project?
  
13. **Support/Commitment Letters:** For proposed community development activities, we encourage you to include commitment letters from the appropriate local authorities e.g. attaching a letter of support or bylaws from your local Small and Microenterprise Office for microenterprise activities.
  
14. **Challenges:** What potential challenges will you face in implementing the project? How will they be addressed?
  
15. **Sustainability:** Once it is completed, what will be done to ensure that project activities continue to provide their intended impact and/or that the benefits are sustained?
  
16. **U.S. Embassy Contribution Requested (in U.S. dollars):** Please state the amount you are requesting in U.S. dollars. When calculated in Birr, this figure should be the same as the total amount requested in Item 19.
  
17. **Community Contribution:** What contributions of cash, labor or materials will the community and/or beneficiaries make to the project (for example amount of construction supplies, number of volunteers working for how many days)? Please provide estimates of current market prices of your in-kind contribution. Also include how your community will be involved in implementation.

18. **Project Budget (in Ethiopian Birr):** Please list all cost items and **state the expenses in Birr**. Remember: There should be a direct relationship between the activities and the budget items described in Item 8.

Project Detail Budget							
No	Activities	Unit of Measurement	No of Units	Unit Cost	Total Cost (Birr)	Source	
						USG	Community contribution
	<b>example</b>						
1	vocational training	# of individuals	20	300	6000	5000	1000

19. **Background of Applicant Organization:** What are your organization’s objectives? When was your organization legally established? (Please attach a **certificate of registration from the Charities and Societies Agency**. If your organization has not obtained these documents, please state why). Who are your members? How does this project fit with your organization’s objective/s?
20. **Capacity of Applicant Organization:** To what extent does the organization have the capacity to successfully accomplish the intended project? Is there a board or general assembly that monitors the overall operations? Please indicate the number of staff or volunteers who are willing to dedicate time toward the project? How do you manage your finances? It would also be good to indicate prior experience in similar undertakings. If the organization has prior experiences answer the following questions: What other community-based development projects has your organization implemented? How have they improved the community?

21. **Project Leadership:** Who will be the person responsible for ensuring completion of the project? What are his/her qualifications and prior experience? What makes him/her appropriate for the leadership role and responsibility? Attach CV.
22. **Other Assistance:** Have you applied to other embassies or organizations for assistance with this project? If so, please list them and give the results of the request.
23. **Responsibilities of Applicant Organization:** Do you agree to be responsible for all expenses that fall outside the project activities? Do you agree to handle all arrangements and logistics related to project implementation (for example, transporting a grinding mill from Addis Ababa to the project site)?
24. **Submission of Progress Reports:** Do you agree to provide the U.S. Embassy with the required semi-annual and annual programmatic and financial reports? Properly document original receipts for all expenditures to be checked during field visits by the Embassy staff?

**Name of person completing this form:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_