



Embassy of the United States of America
 Self Help Office, P. O. Box 9536, Pretoria 0001
 Phone: (012) 431 4240 Fax: (012) 431 4086

The American Embassy Self-Help Program

The US Ambassador’s Self Help Program assists small grassroots, community-run projects in the local communities of South Africa. The goal of the Self-Help Program is to improve the basic economic and social conditions of the community or village. Each project must help itself by giving money, labor or other services to the project. The greater the involvement and contribution from the local community, the more likely the project grant will gain approval.

Examples of the projects funded by the Self-Help Program include the building of care centers for disabled and orphaned children, children's day care centers, and preschools. Other projects that have been funded in the past include sewing, brick making, and other manufacturing and farming cooperatives. We have also contributed to community water and sanitation projects.

United States law forbids the expenditure of these funds for religious purposes, or for projects that are normally the responsibility of the local government such as primary, secondary and tertiary institutions. We cannot contribute money to a building fund, nor can we pay for vehicles, computers, copiers, salaries, or other recurring costs. *Please read the guidelines carefully on the reverse side of this sheet.*

Grants generally range between US \$5,000 and US \$10,000. After the US money is used, the project must be able to keep going on its own or with the help from the community. Please remember that we receive many applications and have only a limited amount of funds available.

If your organization has a project that falls within the Self-Help Program guidelines, use the enclosed application to apply for a Self- Help grant and send it to the self help office nearest you.

Pretoria	Johannesburg	Cape Town	Durban
U.S. Embassy P.O. Box 9536 Pretoria 0001	American Consulate P.O. Box 1762 Houghton 2041	American Consulate Post Net Suite 50 Private Bag x26 Tokai 7966	American Consulate Old Mutual Center 303 West Street Floor #31 Durban 4001
Tel: (012) 431-4240 Fax: (012) 431-4086	Tel: (011) 644-8132 Fax: (011) 646-6914	Tel: (021) 702-7387 Fax: (021) 702-7318	Tel: (031) 305-7600 Fax: (031) 305-7650

For Self Help Office use only: ref number _____

TO BE CONSIDERED FOR FUNDING, PROJECTS MUST COMPLETE THIS APPLICATION AND SUBMIT THE REQUESTED DOCUMENTS.

The American Embassy

2008 Self -Help Project Guidelines

There is no ideal Self-Help project. However, successful projects share similar features and are commensurate with the spirit, if not letter of the following criteria.

Self Help activities should:

- Improve basic economic and social conditions at the local, community or village level.
- Be community driven. Projects should be oriented to communities, not individuals.
- Benefit a substantial number of people in the community.
- Involve a contribution of labor, money or materials by members of the local community.
- Be within the means of the local community to operate and maintain and sustain.
- Lend themselves to quick implementation and impact, ideally utilizing the entire grant within the six-month agreement period.

While it is not possible to list all restrictions, Self- Help funds may not be used for the following:

- Ongoing administrative or operating costs, such as salaries or rent.
- Start up costs.
- Purchasing vehicles, computers and other office equipment, such as fax machines or copying machines.
- Religious, military or police activities.
- Activities that are generally considered to be the responsibility of the local government.
- Contributions to a large fund (such as a building fund).
- Remodeling or renovating an existing facility that is in disrepair.
- Art and cultural projects.
- Sports related activities.
- Projects that receive USAID funds or have already received a self-help grant.
- Refugees.
- Revolving loans or seed money.
- Purchasing pesticides, fungicides and herbicides.
- Funding private business.
- NGO's

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APPLICATION FOR A SELF HELP GRANT

Date Submitted: / /

Contact Information:

Name of organization: _____

Mailing address: _____

Postal Code (very important) _____

Physical location* _____

***include a map or sketch from the nearest town**

Traveling time from Pretoria: _____ **hours.** **Telephone number (very important):** _____

Name of person responsible for funds: _____

Description of your organization and project: _____

If your project is a preschool, please answer the following questions:

How many students are at your preschool? _____ How many teachers work at your preschool?
_____ How many teachers have attended education training classes? _____

Where did the teachers receive their education training? _____

Please note there is an extremely high demand for financial assistance to preschools and Self Help funds are limited. Incomplete applications will not be considered. You may provide additional information supporting your application.

What has the community contributed to this project? Please be specific and give examples.

Community cash contributions: _____

Other community contributions: _____

List other contributors to this project and amounts already given or promised: _____

Number of people active in the project: _____

Project starting date: _____ **Project completion date:** _____

Project cost. Quotations from a vendor must be attached supporting these figures.

Materials and equipment R _____ to purchase _____

Labor and services R _____ to purchase _____

Total cost of project R _____

Amount requested from the United States Self Help Grant: R _____ to purchase the following: _____

Has your organization ever received funding from the U.S. Government? _____

If yes, please explain _____

Signature _____ **Printed Name** _____

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

A detailed history of your organization and project stating what has been accomplished, 2. A copy of your constitution 3. A list of committee members with their names and addresses, 4. A map showing the location of your project from the nearest town, 5. Details of the project bank account, 6. Copies of quotations to support estimated project cost 7. Building plan if applicable 8. Builder quotation and builder details if applicable, 9. If you request funds for a building, please send documents showing proof of land ownership such as the title deed or other documentation. Please note that we do not return applications. Make a copy for your records.

PROJECT NAME _____ **POSTAL CODE** _____

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