



Annex A

Ambassador's Special Self-Help Program Application

Date: _____

Identify Funding Source you are apply for (SSH or PEPFAR): _____

Name of Proposed Project: _____

Name of Organization: _____

Registration Number of Organization: _____

Bank Where Organization has Account: _____

Project Manager/ Contact Person(s): _____

Project Manager ID Number: _____

Office Number: _____

Mobile Number(s): _____

Email: _____

Mailing Address: _____

Address/ Location (including province) of Proposed Activity: _____

1. Proposal Summary (Short paragraph to introduce proposed project)

- a. How will you spend the money?
- b. How many people will benefit? List expected direct beneficiaries and indirect beneficiaries.
- c. Why it is the project important?

2. Short Introduction to Organization (One to two paragraphs)

- a. How many staff does your organization have? How many will coordinate/manage this project?
- b. Have you received and previous grants? If so, who was the grant from and what was the project result?

3. Project Objectives/Goals (Describe the desired end result/overall objectives of the activity)

- a. What is the goal/objective of this project?
- b. How did your organization decide on this activity design?
- c. Who are the beneficiaries? How did you select them? How many men vs. women?



4. **Program Design** (This is the most important part of the proposal and should be several paragraphs long)

Explain what specific activities will be done, when the activities will be done, and who will be responsible for each activity.

- a. What specific milestones and activities will be achieved? This will figure into your Project Evaluation Plan and Activities Timeline below.
- b. Who is the project manager overseeing activities?
- c. Who will manage the income generated from this project?
- d. Does your activity require the use of land? If so, provide proof of ownership/permission.

5. **Project Evaluation Framework**

- o Fill in chart below. You can add or subtract rows as required.
- o You should have more than one objective and each should have an activity/activities, a baseline, and a target directly linked to it.

Objective: What is your overall milestones and goals? (i.e. raise household income for disadvantaged families in the rural area)	Activities: What specific activity will you do to reach your objective? (i.e. link community members to markets to sell produce)	Baseline: Measurable numbers collected before the start of this proposed project. (i.e. current average household monthly income is \$50)	Target: Measurable numbers expected after completing the project after one year. (i.e. 100% increase in monthly household income to \$100)

1. **Activity Timeline**

- o Fill in boxes below with exact project activities/tasks in chronological order. (ie: hold stakeholders meeting, establish constitution, procure seed inputs, ect.)
- o The exact month is to be determined depending on when the grant can be signed. For now leave as Month1-12.
- o The only activities in the first month should be sign grant agreement and request transfer of funds. This can take a few weeks.

Phase	Month 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	Mo. 11	Mo. 12
Sign grant agreement	x											
Request and transfer funding	x											



Activity:		x										
Activity:		x	x	x								
Activity:				x								
Activity:				x								
Activity:					x							
Activity:						x						
Activity:							x					
Activity:							x	x				
Activity:									x	x		
											x	
Submit closeout reports												x

2. Sustainability Plan

- a. How will this project be self-sustaining?
- b. How will you continue the project after the 12-month grant period is finished?
- c. How will you build on this grant activity to continue improving your community?

3. Budget narrative explaining costs (Budget template in Annex B)

- a. How much are you requesting?
- b. How did you determine these costs?
- c. Did you receive quotations from multiple suppliers? We require three quotes. How did you select the suppliers?
- d. How will the community contribute to the project (labor, inputs, venue, equipment, money)?
- e. What is the value of the community contributions?
- f. How will you pay to maintain any equipment purchased through this grant?

Budget Template

Complete separate **Annex B** with detailed budget information.