



EMBASSY OF THE  
UNITED STATES OF AMERICA

## THE AMBASSADOR'S SELF- HELP FUND

# GUIDELINES

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## ABOUT THE SELF- HELP FUND

**The Ambassador's Self- Help Fund provides small grants to registered self- help groups, community based educational institutions and medical facilities.**

**The objective of the Fund is to assist groups in the development of projects that improve living conditions for the community. Only projects that have strong community involvement and lead to ongoing, self-sustaining activities are eligible for funding.**

**The Fund receives many more applications each year than can be funded. Careful and complete preparation of the attached application form will give your group or institution a better chance of receiving a grant.**

## THE GRANT PROCESS

The Self- Help Coordinator reviews all completed applications. Applicants are then informed of the status of their project. Those that are not accepted are given an explanation of why we cannot fund the project.

If the proposal meets the grant criteria, an assessment visit will be scheduled to meet the group and discuss the proposal more thoroughly. Projects that still qualify are submitted to the Self- Help Advisory Committee, who make the final decision on which projects to fund. This committee meets several times a year, and consists of the Ambassador and several American staff members.

Grants are usually awarded between May and July each year.

If the grant is approved, the group and the United States Government sign a legally binding contract. Funds are not paid directly to the group, but to the suppliers of equipment and materials. Suppliers must agree to be paid after goods are delivered and upon receipt by us of a signed delivery note and final invoice. The group must provide ongoing project reports and a final, written, project evaluation. The coordinator may visit the project to assess progress, and upon project completion a follow- up visit will be scheduled.

## CRITERIA FOR APPLICATION

Applicants must be self- help groups, schools, or other recognized institutions, with appropriate registration documents. Groups and institutions must be well established, have been operating successfully for a minimum of one year, and have a solid history of accomplishments. The group should have an account with several signatories at a recognized financial institution.

We do not accept applications from individuals or private business enterprises.

### Grant Amounts

Grants range in size from \$1000- \$10,000. Most grants are no more than \$5,000. The average grant is \$3,000- \$4000. When awarding grants, we take into consideration the type of project and the number of people who will benefit.

## TYPES OF PROJECTS FUNDED

**Preference is given to projects which:**

- Benefit many people,**
- Enhance income-generating activities,**
- Introduce appropriate technology,**
- Promote energy conservation,**
- Develop and protect natural resources,**
- Improve basic economic or living conditions,**
- Be self-sustaining when complete.**

Projects should be within the means of the community to manage, and should be completed within one year of signing the funding contract.

## COMMUNITY CONTRIBUTION

**Contributions of cash, materials or labor must amount to 25% of the total value of the project. Members who benefit from the project must participate directly in its activities.**

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**PLEASE READ THE FOLLOWING CAREFULLY**

Failure to provide the necessary documentation will cause delays in the consideration of your application.

**Examples of Activities and Projects  
Currently Acceptable for Funding**

- Water and hygiene projects
- Equipment for schools and clinics
- Horticulture and agriculture projects
- Appropriate technology items
- Projects that enhance income generation for the community

**Examples of Activities and Projects Not  
Currently Acceptable for Funding**

- Construction of a building, or remodeling or renovation of an existing facility
- Religious, cultural or recreational activities
- Personal services or payment for labor
- Purchase or rental of land or buildings
- School fees or Scholarships
- Vehicles or generators
- Revolving loans or start- up money
- Consumable items
- Pesticides, fungicides or herbicides
- Livestock, poultry or posho mills
- Sinking boreholes
- Electrification
- Sewing machines for groups or individuals

**IMPORTANT CHECKLIST BEFORE APPLYING**

**1. DISTRICT DEVELOPMENT OFFICER**

Discuss your project with the District Development Officer and with the District Social Development Officer when they sign the form.

**2. MAP**

Attach a map with detailed instructions of how to get to your project. If we cannot find you, we cannot visit. If we cannot visit, we cannot consider your application.

**3. CERTIFICATE OF REGISTRATION**

Attach a copy of the group or institutions current registration certificate from the Ministry of Gender, Sports, Culture & Social Services, or other relevant Ministry.

**4. PROJECT BUDGET**

Provide a detailed budget for the project on a separate piece of paper entitled 'Project Finances'. This should state all costs for the project including:

- A list of items needed, the quantity and cost of each item and the total cost. EG: 10 bags cement @ 600 each, 6000KSH. These should be on the proforma invoice.
- A list of community in-kind contributions, including labor costs, materials and supplies. These should constitute 25% of the total budget.
- A projection of income and profits, and a description of how that will be used to cover on-going costs, how it will be divided among the members and /or any other manner that profits will be distributed.

**5. PROFORMA INVOICES**

Attach proforma invoices for those goods you are requesting from the fund. Proforma invoices are estimates obtained from the vendor from whom you wish to purchase goods. The vendor gives these free; do not pay any money for proforma invoices. Please shop around and get the best price; we need to see quotes from at least 2 vendors.

**IMPORTANT: invoices should be made out to 'U.S. Embassy Self- Help Fund' and the amount of VAT must be clearly shown.**

Goods purchased by the fund are given a VAT exemption; we will take care of the related paper work. Failure to indicate the VAT amount will result in the invoice being returned to the group for clarification.

**6. FILL OUT THE APPLICATION FORM**

Keep a copy for your records

**7. ADDITIONAL RELEVANT INFORMATION**

Attach any information that will assist your application. Please do not include large-scale designs.

**QUESTIONS?**

Call us on 02- 363 6282/4/5, or email: [selfhelp@state.gov](mailto:selfhelp@state.gov) with your questions

**SEND THE FORM AND DOCUMENTS TO:**

**Self- Help Coordinator  
U. S. Embassy  
P. O. Box 606 Village Market  
00621 NAIROBI**