

TITLE OF PROJECT: _____

Full name and address of organization applying: _____

Village or Quarter _____ **Region:** _____

Telephone: _____ **E-mail:** _____

Project Address (if different from organization's address):

Village or Quarter: _____ **Region:** _____

Primary CONTACT PERSON:

Name _____ **Telephone:** _____

Title/Organization: _____ **E-mail:** _____

Organization DUNS number: _____

If organization does not have the DUNS number and has difficulties in obtaining it we can help getting it if project is preselected

Who will manage the grant money and the project (list person(s) and title(s))?

Project Coordinator : _____

Telephone: _____

E-mail: _____

Organization Information:

Type of Organization:

(EX: NGO, Women Association, Village Association)

Date of creation:

About the organization:

(Historical background and description, mention previous activities and projects implemented, core activities and number of members)

Does the Organization have a bank account? Yes No

If yes please provide the bank details as an attachment

Project Category

Select the category below

- Income Generating**
- Health**
- Education**
- Agriculture**
- Environment**
- Energy**
- Arts and Crafts**
- Other**

PROJECT DESCRIPTION:

Describe the project and what it aims to accomplish with emphasize on the need and impact on the community; what are the proposed activities; please provide detailed information about the history of the proposal, what has been done so far and what remains to be done; if needed please use additional pages for project description.

What are the organization's and/or community's contributions to this project? Please be specific and list estimated value of community contributions.

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Beneficiaries:

How many people will directly benefit from this project? Direct beneficiaries are the people who will actively engage with the project. (15 women will be able to use the sewing machines, or 35 school age kids will receive educational kits)

Women 18 yrs+	
Girls 0-17 yrs	
Total Females	

Men 18 yrs+	
Boys 0-17 yrs	
Total Males	

Total direct beneficiaries (Please mention who are they) :

How many people will indirectly benefit from this project? Indirect beneficiaries are people who will not engage directly with the project, but will still benefit from it; Please provide the number and mention who are they:

When completed, will the project produce income? YES NO

How much? _____

Who will control any income generated, and how will it be used? Please provide detailed information regarding future plans for the project and for the income generated through this project

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Please describe how you plan to sustain the project after Self Help funding expires

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What are the foreseen risks of this project and how do you plan to address them:

If proposal has any training activities please provide general details below and include the training plan as an attachment:

FINANCIAL SUMMARY:

What is the total cost of this project? _____

How much money have you already spent on this project? _____

Who provided this money? _____

How much money are you requesting from the United States Embassy? _____

Please attach a detailed budget that includes the estimated expenditures necessary for the implementation of the activity, as well as pro forma invoices from at least two different sources. Use the attached budget format, sample A, to list all budget items, please be specific. All proposals should provide an activity timeline (sample B) which is in line with the provided budget.

Applicant Signature

I certify that all information contained in this form is correct to the best of my knowledge.

Print Name	Signature	Date

Please enclose with your application an endorsement letter from the community leader, chief of village, prefect or relevant official indicating support for your project.

Sample A

	Description of Items(materials, equipment, supplies)	Unit Price	Quantity	Total FCFA	Local Contribution	TOTAL FCFA
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Total					

The budget should be stated in local currency and include notes explaining the costs associated with each of the budget line items and other relevant information to support the proposal's budget. There should be a direct relationship between the activities described in the proposal and the budget.

LOCATION: WHERE CAN WE FIND YOUR PROJECT?