

U.S Ambassador’s Special Self-Help Fund

Program Office: Department of State, U.S. Embassy Bujumbura

Funding Opportunity Title: U.S. Ambassador’s Special Self-Help Program 2023

Announcement Type: Grant

Funding Opportunity Number:

CFDA number: 19.220

Deadline for Applications: May 31, 2023

A. PROJECT DESCRIPTION

U.S. Embassy Bujumbura, through its Political and Economic Office, announces an open competition for organizations interested in submitting applications for projects that are community-initiated and involve schools, clinics, co-operatives, and/or associations.

The U.S. Ambassador’s Special Self-Help (SSH) program is a grass-roots assistance program that allows U.S. embassies to respond quickly to local requests for small, community-based development projects. This Self-Help fund provides small, short-term grants (one year) to community groups that are working to improve the basic economic and social conditions of their villages or communities. The fund provides grants for activities such as construction of classrooms, construction of ventilated pit latrines, construction of community centers and health clinics, boreholes for access to clean water, school equipment and supplies, medical equipment, solar heating, and agricultural kits, among others listed in our guidelines.

B. FEDERAL AWARD INFORMATION

U.S. Embassy Bujumbura issues one or more awards resulting from this Notice of Funding Opportunity (NOFO) to applicants whose applications are the most responsive to the objectives in this NOFO. The Political and Economic office may a) reject any or all applications; b) accept other than the lowest cost application; c) accept more than one application; d) accept alternate applications; and/or e) waive formalities and minor irregularities in applications received. The Political and Economic Office may give awards after discussions and negotiations with one or more applicants in order to obtain clarifications, additional detail, or to suggest modifications in the project description, budget, or other aspects of the application.

Applicants should not request more than \$10,000 USD. Please note that the U.S. Ambassador’s Special Self-Help Fund is subject to the availability of funds. Applicants should include an anticipated start date of September 2023 and the project period should be 12 months.

C. ELIGIBILITY INFORMATION

C.1 What makes a project eligible for funding?

- The project must be initiated by the community and should benefit the community by increasing income or improving living or social conditions. If the project is designed to generate income, it must be truly community-based and not a for-profit enterprise or sole proprietorship, and the project must have a plan for equitable distribution of any income generated.
- Applicants must be a non-profit organization, non-governmental organizations (NGOs), Community Based Organizations (CBOs) registered with the Government of Burundi, Faith Based Organizations (FBOs) that support community-based initiatives, or a community association formed at least one year before the date of application.
- The proposed project should be a single activity that helps to improve basic economic or social conditions at the community level. Projects should be administered at the community level.
- The project should be sustainable and not require continued support after the one-time contribution from the Special Self-Help Program ends.
- Substantial community participation is required during the project. There is a requirement for cost sharing, matching, or cost participation (e.g., labor, materials, equipment, land, buildings, or funding) of 10%.
- Projects must be within the ability of the community to operate and maintain sustainably.
- All projects must be completed within one calendar year of the grant award date.
- The maximum grant submission allowed is \$12,000 converted to Burundian francs at the prevailing exchange rate.

C.2 What does not qualify for a grant?

The Ambassador's Special Self-Help Program cannot fund:

- Military, law enforcement, police, or prison-related activities;
- Administration or operating costs of grant activities (Examples: salaries, transportation costs, per diems, rent, electricity bills, internet data bundles, talk time, or school fees);
- Religious or political activities;
- Investment in personal businesses, for profit enterprises, or sole proprietorships;
- Activities with unmitigated and negative environmental consequences (Examples: dams or roads through forest lands, or a toilet block next to a body of water);
- Cost associated with events or ceremonies (Examples: alcohol, entertainment, dancers, poets, musicians, venue rental, or food and drink);
- Purchase of vehicles, office supplies, printers, copiers, computers, tablet computers, mobile phones, pesticides, herbicides, fungicides, surveillance equipment, luxury goods, or gambling equipment;
- Activities that benefit any employee or immediate family member of an employee of the U.S. government.

C.3 Other

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM) (www.sam.gov) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR,1986 Comp., p.189) and 12689 (3 CFR,1989 Comp., p.235), “Debarment and Suspension.” Additionally, no entity listed on the Excluded Parties List System in SAM can participate in any activities under an award.

D. APPLICATION AND SUBMISSION INFORMATION

How does an organization apply?

Application forms are available on the Embassy website as a PDF document. Please send your completed application by May 31, 2023 by email to BujumburaSmallGrants@state.gov. Applications can also be mailed/handed to:

Small Grants Coordinator
U.S. Embassy Bujumbura
50 Avenue des Etats Unis
110-01-02
P.O. Box 1720
Bujumbura, Burundi

Applications must include the following items to be eligible for consideration:

- A passport-sized photograph on the first page of the application
- Pro-forma invoices for any requested items or professional services
- Signed and completed application form
- Copies of official documentation confirming your organization is registered in Burundi
- (If applicable) Letters of support from relevant provinces or communal offices
- (If applicable) Additional pages if needed for longer responses

Applications may also include the following items:

- Detailed project budget
- Project implementation plan

Application deadline

The deadline for 2023 applications to be received by the U.S. Embassy in Bujumbura is May 31, 2023.

Applications can be submitted at any time before the deadline. Any application postmarked or received after the deadline will not be considered.

Please Note: The Small Grants Coordinator Office retains the right to ask for additional documents not included in this NOFO.

Additional information that successful applicants must submit after notification of intent to make a Federal Award, but prior to issuance of a Federal Award, may include:

1. Pre-award site visit;
2. Written responses and any revised application documents addressing any conditions or recommendations from the review panel;
3. Bank account information; and
4. Other requested information or documents discussed during negotiations prior to issuance of a Federal Award

E. APPLICATION REVIEW INFORMATION

The Political and Economic Office will determine eligibility for all applications and then each application will be evaluated and rated individually against the following criteria, listed below. The Political and Economic Office strives to ensure each application receives a balanced evaluation by a review panel.

- The application should be responsive to the NOFO, should be original, innovative, and creative.
- The application should demonstrate an immediate positive impact on a community need.
- Competitive applications should clearly indicate the number of beneficiaries and the type of support they will receive, and the funds requested should reflect the number of beneficiaries served.
- The project must be achievable and realistic for the means and skills of the community and must be completed within the 12-month timeframe.
- The application should clearly detail how activities will be carried out, and the objectives should be clear, measurable, and have a well-defined timeline.
- The project should show a clear path to self-sustaining activities that will continue once the grant money has been used.
- The project needs to be able to quantify and report on the number of beneficiaries served with the funding received.

The budget should be complete and reasonable in relation to the proposed activities and anticipated results. The plan for services and related cost estimates must be realistic.

After rating, shortlisted applicants will be contacted and may be asked for an interview to provide additional information or clarification on portions of their applications and may be asked to accommodate a site visit. The final list of applicants will be presented to an internal review panel for final selection. Applicants not selected will receive notification that they will not receive a grant.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

The grant award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. The assistance award agreement is the authorizing document, and it will be provided to the recipient.

All awards will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds will be tied to submission of these reports in a timely manner.

All other details related to awards administration will be specified in the award agreement.

Contact Information:

Email:

BujumburaSmallGrants@state.gov

Mailing Address:

Small Grants Coordinator
U.S. Embassy Bujumbura
50 Avenue des Etats Unis
110-01-02
P.O. Box 1720
Bujumbura, Burundi

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