



## **US AMBASSADOR'S SPECIAL SELF HELP FUND**

**Funding Opportunity Title:** U.S. Embassy Nairobi Ambassador's Special Self Help Fund (SSH)  
Annual Program Statement – FY20

**Funding Opportunity Number:** Special Self Help-Nairobi-20-01

**CFDA Number:** 19.700 – General Department of State Assistance for Nairobi

**Date Opened:** January 1, 2020

**Closing Date:** December 31, 2020

**Federal Agency Contact:** Faith Ngaii

**Email:** [Selfhelp@state.gov](mailto:Selfhelp@state.gov)

### **I. Funding Opportunity Description**

The Ambassador's Special Self Help Fund (SSH) of the U.S. Embassy in Nairobi is pleased to request applications for funding under the Ambassador's Special Self Help fund program. Please read and follow all instructions carefully.

**Purpose of Small Grants:** The Ambassador's Special Self-Help (SSH) program is a grass-roots grant assistance program that allows U.S. Ambassadors to support local requests for small community-based development projects. The purpose of the Special Self-Help Program is to support communities through modest grants that will positively impact local communities. The SSH philosophy is to help communities ready to help themselves.

**Participants and Audiences:** Local grants are intended for grassroots registered self-help groups, youth groups, community based organizations, and specific types of educational institutions and medical facilities. Organizations registered as NGOs are not eligible under this funding. All Special Self-Help projects are community-based, initiated locally, administered at the local level, and include significant community contributions in cash, labor or materials

Examples of Ambassador's Special Self Help fund Program programs include, but are not limited to:

**Acceptable**

- Small construction projects (less than 10,000 sq. ft.) – school rooms, community centers, health facilities, foot bridges, housing for a government or community-paid nurse or teacher, workshops, community abattoir, grain storage, rural airstrip for a hospital, and school dormitory for distant students.
- Water-related projects – wells, latrines, pumps, bore holes, shower stalls and sinks and fish ponds.
- School equipment and supplies – desks, chairs, laboratory equipment and library items.
- Communal construction equipment such as a brick-making machine.
- Miscellaneous durable goods – stove or refrigerator for a school or hospital, or a washing machine for a clinic.
- Income generating equipment – weaving looms, tools for furniture making, rice-milling machine.

**Unacceptable:**

- Remodeling or renovating an existing facility that is in disrepair as a result of neglect or lack of money (purchasing paint to repaint a school).
- Activities with unmitigated and negative environmental consequences, such as dams, roads through relatively pristine forest lands; activities that contribute to commercial deforestation or conversion of land-use from forest to livestock; actions that are likely to jeopardize, threaten, or endanger species and/or their habitat, and actions that are likely to degrade protected areas significantly, such as introduction of exotic plants or animals.
- Sports equipment or uniforms for a national sports team.
- Musical instruments or uniforms for a national orchestra or dance company.
- Salaries.
- Ongoing needs for education/training.
- Office supplies such as pencils, paper, forms, and folders.

**Authorizing legislation, type, and year of funding**

The funding authority of the Ambassador's Special Self Help rests in the Foreign Assistance Act (FAA) of 1961. Source of Funding is FY 2019 Economic Support Funds.

**II. Award Information**

**Funding Instrument Type:** Grant

**Floor of Individual Award Amounts:** \$1,000

**Ceiling of Individual Award Amounts:** \$10,000

**This notice is subject to availability of funding**

The U.S. Embassy Nairobi SSH reserves the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. government.

**Program Performance Period:** Proposed programs should be completed in one year or less

### **III. Eligibility Information: Types of Projects Funded**

Applications are encouraged from all grassroots community based organizations

#### **Local Community Involvement**

Local involvement of the organization or group must be at least 10% in cash or in kind of the total project costs. The personal contribution of funding may be crucial to make a choice between two viable requestors. The local contributions can be in cash or in kind. In-kind contributions could be labor (wages of masons and workers), food, accommodation for qualified labor, carts of sand or gravel, bricks for construction, sand, fence, water supply, transportation costs, donations of materials etc.

Additionally, community leaders must also sign the statement of interest. Community leaders include local municipal leaders, religious leaders, tribal or clan leaders, or any governing body that has oversight over where the project will be implemented. At least one community leader must sign the statement of interest; however, multiple signatures are strongly encouraged. Community leaders may also submit letters of support for the project, so long as they specifically mention the project by title.

#### **Kenyans with special needs**

The Ambassador's Special Self-Help Fund is supporting projects that assist special populations which may be vulnerable or at-risk. We consider projects that improve the lives and living conditions of groups such as Kenyans with disabilities, orphans, and vulnerable children. The fund also awards grants to schools for equipment, solar energy projects, and limited construction materials.

#### **Protection of environment**

We seek to support projects that actively protect, preserve, or restore the environment. The primary goal of an environmental project is not income generation, but to address a specific environmental concern. For example, support could be considered for a tree nursery where the seedlings are used to reforest a riverbank or a tree nursery where the chief activity is to sell seedlings to the public and also donate seedlings to the community.

#### **Water**

The Ambassador's Special Self-Help Fund can support community water projects that bring clean, safe drinking water to a significant number of people. It does not currently fund the purchase or construction of individual household water tanks but may support school-only systems, pumps, or pipes for irrigation projects. The submission of a professionally prepared design report with bill of quantity and blueprint(s) is an application requirement.

### **Income generating Activities**

The Ambassador's Special Self-Help Fund may consider support for an innovative or unique income-generating activity within a community. The activity should provide a benefit for the community-at-large, beyond that of income received by individual group members. The group must show that it has already obtained appropriate training or the knowledge to implement its activity, must demonstrate a clear understanding of the market for its product or service, and already be actively engaged in the enterprise. The Ambassador's Special Self-Help Fund also entertains applications for income-generating activities that are primarily horticultural or agricultural.

### **Medical equipment**

We consider requests for appropriate medical equipment from community-initiated clinics or dispensaries that are already in operation with a professional facility and staff.

## **IV. Application Submission and Deadline**

A completed application must be received in our office by the end of the calendar year (December 31), in order to be considered. Grants are usually awarded between September and December of the following year. **An application template is provided to the applicants and this may be requested via email to [Selfhelp@state.gov](mailto:Selfhelp@state.gov).**

**Send the Completed Application Form (only hard copies) and Attachments To:**  
**Ambassador's Special Self-Help Fund**  
**United States Embassy**  
**P. O. Box 606 Village Market 00621 NAIROBI**

Applications are accepted in English, and final grant agreements will be concluded in English. Please note that we cannot guarantee the return of original documents; copies should be provided, if appropriate.

### **Application Procedures**

1. Applications for Special Self-Help Funds should include the following:
  - a. Completed application template provided the Self Help Office
  - b. A Comprehensive Budget
  - c. Detailed Building Plan with Dimensions (if necessary)
  - d. Copies of a Bank Statement and/or Invoices (if available)
  - e. Map of the Project Location
  - f. Any additional information/literature you have about your organization and/or project.

Applications received after December 31, 2020 will be considered with the next application period.

### Other Required Documentation

The U.S. Embassy will require several forms to be filled out by groups selected for funding including US Standard Form 424, grants award document and its attachments, and any other terms and conditions required by the Embassy.

## V. Review and Selection Process

Each application submitted under this announcement will be evaluated and rated based on the evaluation criteria outlined below. The criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed based on their completeness, coherence, clarity, and attention to detail.

Applicants must submit a full project description, including a detailed narrative that outlines the plan of action, describing the scope of the proposed work and how it will be accomplished. The narrative should be accompanied by a detailed budget that includes all program costs and clearly indicates the proposing organization's cost-share and/or in-kind participation.

**Application Evaluation Criteria:** A Grants Review Committee will evaluate all eligible applications based on the following criteria

### This application will be evaluated on the following factors:

- **Completeness:** Did the applicant submit all the materials requested, including but not limited to:
  - Complete responses to the application form
  - Registration certificate
  - Bank details and accounting procedures
  - Signatures
  - Pro forma invoices
- **Sustainability:** Is the project as described sustainable in the long term? Will the project continue without additional investment? Are measurements of success adequate?
- **Need:** Does the project adequately fulfill a stated need within a community?
- **Budget:** Is the budget complete, and well defined? Is the budget reasonable?
- **Completion within one year:** Can the project be completed in a single year?
- **Community support:** Does the project show strong community support?
- **Impact:** Does the project benefit the broadest numbers of beneficiaries possible? Is there a substantial impact on the affected community?
- **Contribution and Group Capabilities:** Does the group provide adequate resources and show commitment to the project? Is the group capable of administering the project as designed?

## **VI. Award Administration**

**Award Notices:** The grant award shall be written, signed, awarded, and administered by the Grants Officer (GO). The Grants Officer (GO) 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.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

### **Funding**

Issuance of this notice does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Reporting Requirements:** All awards issued under this announcement will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement.