This basic information will guide you through the procedures of submitting a project proposal and its funding. How?

Project proposals should include the following information:

- Project Objectives
- Description of the Organization that will Execute the Project
- Description of the Submitted Project
- What is Necessary for the Execution of the Project
- The Budget

Application form and budget sample can be downloaded on the Embassy's website (http://burundi.usembassy.gov)

When?

Project and requests can be submitted all year long. The deadline for application is April 1st.

The evaluation committee will meet in May to do a first selection of the projects for funding.

Where?

For both funds, project proposals are to be addressed to the Small Grants Coordinator at the American Embassy in Bujumbura. Feel free to ask for any additional information.

Financial procedures:

- The funds must be spent within 12 months after they have been granted.
- In order to receive the 1st tranche, applicants must produce estimate pro forma invoices.
- To receive the 2nd tranche, applicants must produce receipts to justify the spending of the 1st tranche and estimate pro forma invoice for the 2nd tranche.

For further information, please contact the Embassy:

By phone: 22 20 70 00

By email: Bujumburasmallgrants@state.gov

Documentation is also available on the Embassy's website.
The United States African Development Foundation

The Ambassador's Self Help Fund

The United States African Development Foundation has been working with partner communities to support development projects since 2010. Here are the requirements projects must meet in order to be considered for funding:

- **Eligibility for funding:**
  - Any type of community project that meets the following requirements:
  - Projects must be self-sustaining and have the potential to generate employment or income.
  - Projects must be community-driven, with contributions of cash, materials, and/or labor amounting to not less than 25% of the total value of the project.
  - Projects must meet in order to be considered for funding:
    - A strong element of community involvement through participation in decision making.
    - Projects must have a wide impact on the local community, not just on a small scale.
    - Projects must have easily measurable results.

- **Grant size:**
  - The maximum budget is $20,000.
  - The first tranche of the funds is transferred to the Embassy and the recipients after the final decision is taken, an agreement is signed between the Embassy and the recipients.
  - The second tranche is authorized only after the receipts of the 1st tranche have been sent to the Embassy for verification.

- **Community involvement:**
  - Every project requires a field visit to check its results and impacts. After the field visit has been made, another field visit is organized after completion of the project.
  - The maximum budget is $14,000 from $4,000 to $5,000.

- **Types of projects:**
  - Examples of funded projects include: businesses or training programs, animal husbandry, cooperatives, the acquisition of equipment for technical schools or training programs, and the construction of workshops.
  - There is special consideration for projects started funding project in Burundi via the US Embassy.
  - The maximum budget is $14,000 from $4,000 to $5,000.

- **Funding restrictions:**
  - Funds cannot be used to:
    - Pay organization member's salaries.
    - Purchase land or any other type of property.
    - Support projects which international organizations and associations can apply.
    - Support projects that are not self-sufficient.

- **Eligibility for funding:**
  - Religious groups are admitted as long as they can prove their beliefs.
  - Only national organizations and associations can apply.

- **Eligibility for funding:**
  - Religious groups are admitted as long as they can prove the sufficiency will be improved within the community generating projects. The project must prove that self-sufficiency will be improved within the community generating projects. The project must prove that self-sufficiency will be improved within the community generating projects. The project must prove that self-sufficiency will be improved within the community generating projects. The project must prove that self-sufficiency will be improved within the community generating projects.
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