

U.S. Ambassador's Self-Help Program

P.O. Box 333, Maseru 100, Lesotho

TEL: 22-312-666 FAX: 22-310-116

Dear Friends,

Thank you for your interest in applying for Self Help grants from the U.S. Ambassador's Program. **The application period for grants is open from October to April** every year. Awards will be made from **September**.

Please answer all the questions on the form. You may use the backsides of the pages if you need more space.

Please attach estimates. The Embassy pays the suppliers, and you must have estimates to cover all funds that you request. Also attach a business plan or building sketch plans if required. Business plan forms are available at the reception desk. You may also attach any other documents which you feel will help your application.

Remember that this program is for community-initiated projects - schools, clinics, co-operatives, associations, training or income generating programs, or community improvement projects. The Embassy prefers projects that involve an entire community. The minimum number of project members is eight.

The Embassy cannot fund the following: bursaries for individual students, salaries, or ongoing costs of operating an organization, vehicles, tractors, computers, copiers, fax machines, remodeling or renovating an existing facility, art and cultural projects, sport-related activities, private businesses and worship halls or equipment for individual churches, (but church projects that genuinely assist the whole community, without regard to religious affiliation can be funded) .

Grants usually range in size from M5, 000 to M50, 000. In rare circumstances, more may be awarded to a particularly worthy project. The community must contribute at least 10% of the costs in cash, materials and/or labor.

Please remember, many communities will be applying for funds - those that turn in thoroughly completed forms are the ones most likely to be considered!

Again, thank you for your interest. GOOD LUCK!

Benghali,

Re leboha thahasello ea lona lenanehong lena la boithuso metseng. Likopo tsa lithuso bakeng sa monongoaha li butsoe ho tloha ka Mphalane hofihlela 'Mesa selemo se seng le se seng. Lithuso tsona li ka fanoa ka Loetse.

Ka kopo araba lipotso tsohle tse foromong ea kopo. U ka sebelisa bokamorao ba foromo ha ho hlokahala.

Ka kopo qhoaellang likhakanyo tsa lintho tseo le li kopang ho tsoa ofising ea rona. Re lefa barekisi ba thepa. Kenyeletsang le moralo oa khoebo kapa setsoantso sa ntlo ea khoebo ha ho hlokahala. Le ka kenyeletsa litokomane tse ling tseo le hopolang hore li ka matlafatsa kopo ea lona.

Hopolang hore lenaneo lena ke la batho ba ithusang metseng. Likolo, li-clinic, likoporasi, mekhatlo, le likhoebo tse tlisang phaello. Re khotaletsa mesebetsi e kenyeletsang batho ba motse. Tsebetso ka 'ngoe ebe le bonyane batho ba robeli.

Ha re lefelle lintho tse latelang: bana likolong, meputso ea batho ba sebetsang morerong, lits'enyehelo tsa tsamaiso ea khoebo, makoloi, literekere, li-computer, mechine e fotang, mechine ea li-fax, kapa ho rekela moaho o seng o ntse o le teng, ho taka, kapa merero e amanang le poloko ea lintho tsa boholo-holo, tse amanang le lipapali, likhoebo tse ikemetseng le mehaho ea likereke kapa thepa ea tsona (empa re ka thusa likereke ha li na le merero ea ho thusa sechaba ka kakaretso).

Lithuso tsa rona li lefa ho tloha ho maloti a likete tse hlano (M5,000) ho isa ho maloti a likete tse mashome a mahlano (M50,000). Ke ka ngope-setsoha, re ka fanang ka chelete e fetang mona. Re lebeletse hore baikopanyi ba ntse liperesente tse leshome (10%) morerong, e ka ba ka chelete, thepa kapa ho kenya matsoho.

Hopola hore makholo-khoho a metse a etsa likopo selemo le selemo. Batho ba atlehang ke ba tla tlatsa likopo ka mokhoa o phethahetseng.

Rea leboha boikhathatso ba lona ebile re le lakaletsa katleho.

**APPLICATION FORM
US AMBASSADOR'S SELF-HELP PROGRAM
2009**

*(Please print carefully in block letters, except where signatures are required)
(Ngola ka lithaku tse balehang ntle le moo ho tekenoang)*

1. Name of organization _____
(Lebitso la mokhatlo)

2. Location _____
(Sebaka)

3. Mailing address _____ District _____
(Lebokose la poso) (Setereke)

4. Name of Project Manager _____
(Lebitso la mookameli)

Signature _____
(Tekeno)

Title _____
(Maemo ka mokhatlong)

5. Address of Project Manager _____
(Aterese ea mookameli)

Telephone numbers, if any _____
*(Linomoro tsa Lifono/mehala
Le tsa litho feela)*

***If you do not have a telephone, please supply us with some means of contacting the project
(for example, another telephone in your area, a radio and/or an authorized Maseru contact)
(Ha e-ba fono ha e e'o, fana ka sebaka kapa fono ea moo re ka siang molaetsa teng.)***

6. a) Give a brief description of your organization and its purpose.
(Ka bokhuts'oanyane hlalosa litaba tsa ea mokhatlo le sepheo sa oona)

b) What is your project idea? **Tell exactly how you plan to use the grant money from the US Embassy.** (Morero oa lona ke ofeng? Hlalosa hore na chelete ea lithuso e tla sebelisoa joang.)

Before you can complete Question 7, you must list all the materials you want the Self Help Program to purchase for you, and get quotations from three different suppliers. If you are requesting funds for a contractor or for laborers, include these quotations also. On page 8 give only the TOTALS we must pay to each supplier. Then add these for the GRAND TOTAL. This will be the amount you are requesting from the US Ambassador's Self Help Program. (Pele u ka araba potso ea bosupa, fana ka lethathamo la ntho tsohle tseo u hlokanang ho thusoa ka tsona. Batla likhakanyo tse tharo bakeng sa mofuta o mong le o mong oa thepa ho barekisi kapa liahi. Kopanya feela e le 'ngoe ea khetho ea hao likhakanyong ka ho fapana u ntse u ipapisitse le hore ha u fete R50,000 e boletsoeng e le moeli.)

7. ESTIMATES FOR MATERIALS, EQUIPMENT AND/OR LABOUR REQUESTED

(Current pro-forma invoices and estimates should be attached.)

List only **TOTAL AMOUNTS** to be paid to each vendor. Attach quotations from each vendor with costs and items to be purchased. Grand total should equal the amount you are requesting from the Ambassador's Self Help Fund.

Project Manager (Print)
(Mookameli oa Morero)

Project Name
(Lebitso la Morero)

Amount Requested
(Chelete eohle e Hlokoang)

Date of Application
(Letsatsi la kopo)

ITEM: BRIEF DESCRIPTION OF MATERIALS, EQUIPMENT AND/OR LABOUR FROM EACH SUPPLIER <i>(Tlhaloso ea sohle se hlokahalang ka bokhuts'oane)</i>	TOTAL COST <i>(Kakaretso ea Theko)</i>	NAME OF SUPPLIER/VENDOR <i>(Lebitso la Morekisi/Mosebetsi)</i>
GRAND TOTAL _____		

8. What is the **total amount requested from the Ambassador's Self Help Fund?**
(Kakaretso ea chelete eo le e kopang e kae?) _____
9. **We expect the project itself to contribute at least 10% of the project costs in cash, labor and/or materials.** (Re lebeletse morero ho fana ka bonyane 10% ea litjeho, e ka ba ka chelete, matsoho kapa lisebelisoa.)

Given this, please answer the following:

- a) How much **cash** can **you** contribute? _____
(Chelete eo le ka e khonang ke bokae?)

What will be purchased with this money?
(E tla reka eng?)

- b) What **materials** can **you** contribute?
(Lisebelisuo tse ka fanoang ke mokhatlo oa lona e ka ba life?)

Estimate the cash value of the materials _____
(Lisebelisuo tseo mokhatlo oa lona o ka fanang ka tsona li ka qosa bokae?)

- c) What **labor** can **you** contribute? What will the laborers do?
(Le ka fana ka basebetsi, ba tla sebetsa eng morerong oo oa lona?.)

Estimate the cash value of the labor. _____
(Haeba le ne le ka patala basebetsi baa ba ne ba ka qosa morero bokae?.)

10. What does the organization already have that can contribute to the project (for example, tools needed to carry out the project, a building to use, a vehicle, etc.)
(Ebe morero o se o ntse o e-na le thepa ea mofuta ofeng e ka thusang ho o ntsetsa pele, mohlala koloi, moaho, lithulusu, joalo-joalo.)
11. Do you own the land, property to be used or have permission to use it for the project?
 (Please give photocopy of document showing right to use the land.) *(Sets'a seo le il'o sebeletsa ho sona ke sa lona, kapa le na le tumello ho sebeletsa moo? Fana ka bopaki ba set'sa.)*
12. Does your organization have outstanding loans or debts? How will these affect your project?
(Na mokhatlo oa kolota? Ha e ba ho joalo, sekoloto se se tla ama morero joang?)
13. Please indicate how you plan to pay for maintenance of the building or equipment purchased for this project. *(Bont'sa hore na le tla hlokomela morero joang kapa thepa ea oona.)*
14. Please indicate any long-term plans held by your organization that may affect this project in the future. (For instance, if this is a building, is it part of a larger expansion plan?) *(Bont'sa meralo ea nako e telele ea morero eo mohlomong e ka amang morero/le lakatsa hore morero oa lona o be o le hokae ka nako e tlang?)*
15. If this is a business or income generating activity, **please submit a business plan.**
 Explain what gross income you expect, what profit you can make, and what funds will need to be reinvested. (If you need help with this, forms are available from the Self Help Coordinator.) *(Haeba morero e le oa ho etsa chelete, fana ka moralo oa khoebo. Bontsa chelete e lebeletsoeng, liphaello, le hore na matsete e tla ba a makae)*
16. If you are requesting a building, **include a sketch plan**, or architect's plan, with measurements if you already have. If not, provide a drawing of the sketch plan. *(Fana ka moralo oa ntlo o bonts'ang bophara le bolele ba ntlo haeba morero e le ho aha)*

Additional information about your project and organization:

(Lintlha tsa tlatsetso haeba li le teng)

17. Number of people who will benefit from this project _____

Please indicate how many are male _____ and how many are female _____

(Batho ba tla thusoa ke morero ka kotloloho e leng litho le malapa a tsona 'me le bonts'e
Hore na ba batona ba bakae _____ le hore na ba bats'ehali ba bakae _____)

a) Number of project members, please indicate how many are male: _____ and how
Many are female : _____

(Palo ea litho: ba batona _____ le ba bats'ehali _____)

How will they benefit from the project?:

(Hlalosa hore na ba tla khola molemo joang?)

b) Number of other people in the community who will benefit (Indicate how many are
male: _____ and how many are female: _____)

(Palo ea batho ba bang ba motse/metse kaofela ba tla imona monoana morerong
bonts'a ba batona: _____ Le ba bats'ehali: _____)

(in the case of schools, specify numbers of students _____ and teachers _____)

(Haeba ke sekolo, bolela palo ea barutuo le matichere)

Tell how they will benefit

(Hlalosa melemo eo ba tla e fumana)

18. When was your organization (school, clinic, business, etc.) started?

(Mokhatlo o qalile neng?)

Month _____

(Khoeli)

Year _____

(Selemo)

19. Does your organization have elected officers? YES (Ee) _____ NO (Che) _____

(Mokhatlo o na le komiti?)

If yes, give the names of:

(Haeba karabo e le Ee, fana ka mabitso a):

Chairperson/President _____

(Molula-setulo)

Vice-chairperson _____

(Motlatsi)

Secretary _____

(Mongoli)

Treasurer _____

(Ramatlotlo)

20. Does your organization have a constitution? YES (Ee) _____ NO (Che) _____
(Na le na le molao oa motheo?)

21. Has your organization/business ever received financial assistance from the U.S. Government or another funding agency? YES (Ee) _____ NO (Che) _____
(A na 'muso oa America o kile oa thusa morero oo kapa mofani emong feela?)

If yes, from which organization was aid received, for what purpose, and in what year.
(Haeba ho joalo, bolela na e ne e le molemong oa eng, le selemo.)

22. Give your government registration number or license to operate as a school, a clinic, a business, a co-operative, an association, an NGO or a charity organization (etc.)
(Fana ka nomoro ea lakesense kapa lengolo la tumello ea ho ba mokhatlo le tsoang ho 'muso.)

23. For projects such as schools and clinics, give church affiliation, if any.
(Sebakeng sa morero oa sekolo kapa clinic hlakisa hore na ke tsa kereke efe)

24. **No project can be accepted for funding without a prior site visit. Please give directions to your site and draw a sketch map. You may use the other side of this sheet of paper.**

(Fana ka 'mapa oa moo morero o leng teng. Re tla sitoa ho thusa morero oo re e-so o bone. Hlalosa hore na re ka fihla morerong joang.)

Ak'u hakanye hore na ke nako e kae ka koloi kapa li-kilometer tse kae hofihlela moo morero o leng teng ho tloha Maseru.

FOR THE COMMUNITY
(Sebakeng sa motse)

Signature
(Tekeno)

Name (Print)
(Lebitso le ngotsoe ka botlalo)

Title
(Maemo)

Date *(Letsatsi)*

LOCAL AUTHORITY

(Chief, Village Council, District Administrator, etc.)

(Morena, Molula-Setulo oa Council, Mongoli oa Setereke, joalo-joalo)

Name (Print)
(Lebitso le ngotsoe ka botlalo)

Title *(Maemo)*

Official stamp here
(Setempe sa molao mona)→

Date *(Letsatsi)*

Remember that for your application to be considered, you MUST attach the following important documents:

1. A detailed **history** of your organization and project stating when it started, what has been accomplished, what you have done for the community, and how the community supports you
2. A copy of your **constitution**
3. A **list of committee members** with their names and addresses
4. A **map** showing how to get to your project from a major road*
5. Copy of project **bank account details** including name of bank, account name, account number and type of account (savings or checking)
6. Proof that the project has its own land (in the name of the project) or permission to occupy the land, e.g. signed **lease agreement** or **land deed**

Please note there is an extremely high demand for financial assistance and Small Grants funds are limited.

Incomplete applications will not be considered.

You may provide additional information supporting your application.

[SHEBA LEQHEPHE LE HLAHLAMANG BAKENG SA TLHALOSO EA SENA]

Hore kopo ea lona e tle e sebetsoe, le TLAMEHA hore le qhoelle litokomane tsena tsa boitlhaloso tse latelang:

1. Le fane ka **tlhaloso** e phethahetseng ea mokhatlo le morero oa lona, hore na o qalile neng, le fihletse eng tlas'a oona ho fihlela joale, le etselitse sechaba seo le phelang le sona eng, le hore na sechaba sona se sebelisana hakae le lona morerong ona.
2. Qhoaellang kopi ea **Molao oa Motheo le ea Ngoliso ea mokhatlo ka molao**.
3. **Lethathamo la Mabitso a Litho tsa Komiti** le liaterese tsa bona.
4. **'Mapa** o hlakileng o bont'sang ho fihla mo le sebeletsang teng.
5. **Kopi ea litaba tse amanang le litaba tsa lona tsa banka e bonts'ang** lebitso la banka, mofuta oa akhaunto, nomoro ea akhaunto, le lekalana moo le e butseng teng.
6. **Lengolo lebitsong la mokhatlo le bonts'ang hore le abetsoe mobu ka molao** kapa le bonts'ang tokelo ea ts'ebeliso ea sebaka, mohlala **tumellano e saenetsoeng** kapa **lengolo la phano ea sets'a se joalo**.

Hlokomelang hore likopo li ngata ebile li ntse li eketseha tsa lithuso tsena tsa lichelete empa lithuso ha li kae.

Likopo tse sa tlatsoang ho fella ha li na ho shejoa ho hang.

Le bolokolohing ba ho fana ka lintlha tsa tlatsetsa tseo le hopolang hore li ka thusa ho tlatsetsa kopo ea lona.