U.S. Peace Corps Tanzania

Volunteer
Grants Handbook

A volunteer guide to funding sources, project design, and grant processes from application to completion.

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April 2019
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A Message from the Country Director

Peace Corps Tanzania has access to several sources of funding that Volunteers can apply for to support community-based activities in their sites—be it in schools, in the village or with special marginalized groups. Each funding source has specific procedures for accessing and accounting for funds. This Grants Handbook is meant to orient Volunteers and their communities with the requirements for each funding source. It is a beginner’s guide in the grants proposal writing process which supplements training PCVs receive in Program Design and Management (PDM). The booklet describes the scope of each funding source, proposal development, application procedures and conditions. You will find general information on application forms for the following funding sources:

- Volunteer Activities Support and Training (VAST)
- Peace Corps Partnership Program (PCPP)
- Small Projects Assistance (SPA)

Peace Corps Tanzania does not believe that development is about distributing money or building monuments. Rather, we believe in the value of developing the skills and abilities of people, so that in the long run positive change can be achieved and sustained. Grants should be used to build the capacity and skills of the people with whom Volunteers interact and to support community-initiated and focused projects that match Peace Corps’ core work areas. Volunteers should support communities in planning and designing projects that focus on local issues, including clear training and capacity building components, which foster the community’s ability to sustain the work after the Volunteer’s departure.

It is my hope that you will use these grants as a means to help our Tanzanian partners to more fully develop their human capacity so that they can continue their development long after your departure. For further assistance regarding funding sources, please contact the Peace Corps’ Grants Coordinator Yovitha Mrina at ymrina@peacecorps.gov or your respective APCD or Area Specialist. We are here to support you!

TANZANIA COUNTRY DIRECTOR
Introduction to Peace Corps Tanzania Funding

Peace Corps Funding Philosophy and Sustainability
Peace Corps Tanzania (PCTZ) has access to several funding sources to assist Peace Corps Volunteers (PCVs) to help support community-initiated projects. The Peace Corps philosophy of development focuses on developing *people*, not things, and building *capacity*, not monuments. As such, PCVs are encouraged to look for small-scale funding for projects that involve local counterparts in every phase of project design, planning, administration, execution, and monitoring and evaluation. If you are not able to work with community members and project committee members at every stage of the project, including buying the materials and supplies with grant money and developing and carrying out monitoring and evaluation of your proposed project, your community is not ready for outside funding.

Most PCVs implement satisfying, sustainable projects with outside funding when those funds are used to support vocational and life skills training, the initiation of small-scale income generation projects for organized groups, and demonstration activities. Large-scale projects such as buildings and mass construction—especially those incorporating green technology—are occasionally successful, but too often fail, as opportunities for corruption and misuse of funds arise, and new facilities go to waste because the required personnel are not available or there is inadequate preparation for recurring repair costs. Any sustainable project must have very strong local commitments that go beyond constructing a new building or holding a one-time training. A group or community must be committed to the training and development of peoples’ skills to make use of whatever new resources are created. The more a group of people invest in their own resources and raise their own funds, the more likely their project will succeed and not only be maintained, but sustained.

Peace Corps Grant Guidelines
After completing an initial project design and management training at EST, all PCVs are eligible to apply for outside funding from Peace Corps sources (VAST, PCPP, and SPA). Projects must be completed prior to COS conference, and **no new macro grant applications will be accepted from PCVs with less than six months to their anticipated COS date.** Single day events (including an international health day or a leadership conference/camp) that require a microgrant **may be accepted if the provided timeline clearly shows that the grant will be closed prior to the Volunteer’s COS conference.**

Grant funding amounts should be justifiable to Peace Corps Staff and can be applied for at any time following the grants training at EST (approximately 3 months into Peace Corps service). Grants are reviewed bi-monthly following the PCTZ financial monthly calendar and under normal circumstances, are processed within eight to ten weeks upon receipt of the completed proposal. Note that this is possible only when the received proposal and application forms are complete, correct, and to the required standard.

Also, the maximum and minimum funding amounts allowed are subject to change. Check with the Grants Coordinator or Grants Committee members for currently allowed amounts.

Within one month of completing a funded project, the PCV is required to submit a completion report of the project results—including numbers of people reached, activities conducted, success stories, lessons learned and receipts for all grant funds (online through PCGO), as well as a success story document (including pictures) to the Grants Coordinator. After approval of the completion report, a PCV may be considered for another grant. A PCV may have two grants open at the same time if it is one macro grant and one micro grant OR two micro grants (under 1,000 USD) and it has been communicated to the Grants Coordinator. However, PCVs may not have more than one macro grant open at any one time.
All macro grants must follow the grants process outlined in the graphics below, including submitting a concept memo to the Grants Coordinator prior to creating a draft on PCGO and going through the peer review process with Grants Committee. However, PCVs who are writing micro grants do not need to submit a concept memo (unless specified to do so by the Grants Team) or submit their grant for peer review by the Grants Committee.

**General Grant Process**

- **Community**
  - Identify a need with your community.
  - Use the concept memo and proposal compliance checklist (available in Grants Handbook and at pctzgrants.wordpress.com under Downloads) to develop a viable project to satisfy the community’s identified need.

- **Grant writing approval**
  - With a counterpart and input from the project committee members answer all ten questions in the concept memo and submit to Grants Coordinator.

- **Grant Writing**
  - Create an account on PCGO (Peace Corps Grants Online) to access the grant proposal application (www.pcgo.peacecorps.gov).
  - Use the proposal compliance checklist to complete grant proposal (Use project specific checklist if applicable).

- **Submission and Approval**
  - Submit proposal with completed checklist to Grants Committee.
  - After peer revisions, submit proposal to Grants Coordinator in PCGO as a saved draft for final review and approval.
  - After Grants Coordinator approval, hit “submit” for grant proposal on PCGO.

- **Implementing Project**
  - Receive funds roughly two weeks after Washington D.C. approval.
  - Perform monitoring and evaluation to track the goals and objectives.
  - Obtain valid receipts for EVERYTHING (except community contribution).

- **Closing Project**
  - Write and submit completion report four weeks after project completion.
PCVs should allow for at least 1.5 to 2 months to go through the grant review and approval process outlined in steps 1 to 5.
**External Funding**

The Peace Corps Manual, Section 720, states that “Volunteers are prohibited from accepting gifts on behalf of the Peace Corps.” The definition of “gift” in the Peace Corps Manual is, “a gratuitous transfer of voluntary services, money, or property (whether real, personal or mixed, tangible or intangible), received by gift, devise, bequest, or otherwise. It includes but is not limited to grants or donations of money, in-kind, voluntary services, or technical assistance.” The only authorized mechanism for fundraising for a Volunteer project is through the Peace Corps Partnership Program (PCPP). This program helps facilitate the appropriate channeling of funds to a PCV’s community by funding a small project that requires community engagement, monitoring and evaluation, strong project design and management, as well as reporting on the completion of a project.

PCVs may not directly accept funds for small projects from sources outside of the Peace Corps Partnership Program (i.e., from friends and/or family or grants from local companies or embassies), or utilize online crowdfunding sites outside of the Peace Corps for fundraising (such as Kickstarter, GoFundMe, Indiegogo, etc.). Moreover, under no circumstances should PCVs use their own funds to support projects as this may cause perception or dependency issues for the PCV which conflicts with Peace Corps’ approach to sustainable development. PCVs who directly accept funds from sources outside of PCPP, or who use their personal funds, may be administratively separated. PCVs who plan to fund projects through the monetary support of friends and family should do so through PCPP General.

Non-Peace Corps funding sources are another way for individual communities to obtain funding for projects, though it must be done without the PCV’s direct involvement and cannot be submitted through PCGO. Although PCVs may never directly accept funds from non-Peace Corps organizations, they may assist community members in grant writing or application development when applying for funds from external (non-Peace Corps) organizations. Applications for external grants or funds must be written in the name of the community or a community representative, not in the name of the PCV. When proposing any project or initiative, the PCV should consider external funding only if it contributes or supports Peace Corps’ approach to development.

Occasionally, external organizations may reach out to PCVs or posts directly to encourage them to apply for funds. You should direct these organizations to the Grants Coordinator - Yovitha Mrina immediately (ymrina@peacecorps.gov). She will then clarify the Peace Corps policy to the organization and discuss with them the most appropriate way to move forward.

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<thead>
<tr>
<th>Source</th>
<th>Attributes</th>
<th>Considerations</th>
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<tbody>
<tr>
<td>Peace Corps Tanzania Funding Sources that require PC grant application:</td>
<td></td>
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<tr>
<td>Volunteer Activities Support and Training (VAST)</td>
<td>PEPFAR (President’s Emergency Plan for AIDS Relief) funds dedicated to PCV/community projects supporting HIV/AIDS activities and prevention. See HIV Coordinator Regina Masako or PEPFAR/ Health Team for more details.</td>
<td>M&amp;E plan must be strong. Internal review system at PCTZ. Must show strong support and minimum 25% community contribution. The maximum funding amount is 10,000 USD. There is a funding focus on regions or communities with an HIV rate higher than the national average.</td>
</tr>
<tr>
<td>Small Projects Assistance (SPA)</td>
<td>Money is allocated to specific program elements that may change annually. For FY2019, PCTZ has received funds under the following program areas</td>
<td>Project design must fall under a specified program element. Funding comes from USAID. The maximum amount of funding is</td>
</tr>
<tr>
<td>Peace Corps Partnership Program (PCPP)</td>
<td>Malaria</td>
<td>Agriculture</td>
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<td>---------------------------------------</td>
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<tr>
<td>PCPP has two funding prongs: General and Partners.</td>
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<tr>
<td>PCPP General is the only PC approved way to fund projects with the support of friends and family. This is the PC “crowdfunding” platform and contributions are tax deductible.</td>
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<tr>
<td>PCPP Partners are organizations or NGOs that have an ongoing relationship with PC posts to fund projects. Current PCPP Partners in Tanzania include:</td>
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<tr>
<td>• World Connect</td>
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<tr>
<td>• Feed the Future</td>
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<tr>
<td>• Girls Education and Empowerment Fund (formerly Let Girls Learn)</td>
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<tr>
<td>• World Wildlife Fund</td>
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<tr>
<td>• David Adams Fund for Fisheries/Fish Ponds</td>
<td></td>
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<tr>
<td>• Community Economic Development</td>
<td></td>
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<tr>
<td>The proposal/application review process is the same for PCPP projects as for VAST and SPA. For PCPP General: The PCV is accountable to his/her friends and family members. Funds may take a significantly longer time to obtain than intended.</td>
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</tr>
<tr>
<td>For PCPP Partners: No PCPP Project may exceed 10,000 USD, but each partner has specific requirements and funding limits which may be lower (ex. World Wildlife Fund has a 2,000 USD cap).</td>
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<tr>
<td>Non-Peace Corps Funding Sources: NOTE: These are outside the scope of PCVs and/or PCTZ, but may be useful funding partners for communities to contact independently, without the help of the PCV or through PCGO.</td>
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<tr>
<td>Friends of Tanzania (FOT) Grant</td>
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<tr>
<td>Provided by a non-profit group managed by RPCVs who served in Tanzania and other friends of TZ. Short application that can be submitted via email. See <a href="http://www.friendsoftanzania.org">www.friendsoftanzania.org</a> for more information, and email questions to <a href="mailto:projects@fotanzania.org">projects@fotanzania.org</a>.</td>
<td></td>
<td></td>
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<tr>
<td>Typical funding amount is around $1,500 USD preferably through local NGOs. FOT is purely a volunteer organization; representatives visit TZ frequently and enjoy visiting projects.</td>
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Small Grant Funding in the Context of the Peace Corps Approach to Development

The Peace Corps general approach to development in its broadest sense is any process that promotes the dignity of a people and their capacity to improve their own lives. Two key characteristics of the Peace Corps’ approach to development are capacity building and sustainability.

- **Capacity Building:** The focus of development work is on the development of the capacity of people, not things. Peace Corps Volunteers help people learn how to identify and prioritize what they would like to change, and to use their own strengths and learn new skills to achieve that change. With this approach, development is not just planting a garden to produce food for the community, but organizing and working with people to establish and maintain their own gardens. Volunteers direct their capacity-building efforts to several different, but integrated levels: individuals, service providers/trainers/multipliers, organizations, and communities.

- **Sustainability:** Sustainability refers to the ability of a project to continue to meet the needs of a community once the initial grant or external source of funding has ended. Volunteers use gender-sensitive, participatory approaches to analyze, design, implement, and evaluate projects to ensure that they have considered different contextual factors, and to support the sustainability of the changes they promote. In addition, Volunteers work to facilitate systems improvements and organizational change that not only increase the potential for sustainability, but often improve the amount or quality of service provided or the volume of business conducted.

<table>
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<tr>
<th>Ambassador’s Special Self-Help Fund</th>
<th>Contact Grants Coordinator at US Embassy – 022 229 4602 or 0767 303 094 for guidance. This is a community-driven fund. See <a href="http://tanzania.usembassy.gov/grants.htm">http://tanzania.usembassy.gov/grants.htm</a> for more information.</th>
<th>Project must fall under a specified category. Takes time to get funds and complete process. The fund is on a one year cycle with applications due December 31st each year. Groups will be notified by April/May the following year and funding will be available usually by July/August. The ASSHF does have an advance payment system usually paying out in several installments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-US Governments</td>
<td>Examples – EU, Ireland, Norway. Go to appropriate embassy for guidance.</td>
<td>Request information from the appropriate embassies.</td>
</tr>
<tr>
<td>Rotary Groups</td>
<td>PCV may provide the contact information of a specific Rotary group to their community, but the community must apply independently.</td>
<td>Money must be raised in the US, and the funding process takes time.</td>
</tr>
<tr>
<td>NGO/CBO</td>
<td>Local NGOs/CBOs may be highly effective partners for your community.</td>
<td>Often leads to highly sustainable projects.</td>
</tr>
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</table>
Small grant projects should be designed and implemented in a manner consistent with the Peace Corps’ approach to development. Thus, even though projects bring external funds into communities, they should include a significant capacity-building component and should be designed to maximize sustainability.

❖ Peace Corps Tanzania Grants Application Process

Step 1: Project Conception

- Work with your community to design a project that addresses a high-priority community need. Use the ten questions in the concept memo to develop a well-rounded project plan with your community. (Available at pctzgrants.wordpress.com or the back of this handbook).
- Discuss project idea with your APCD, Grants Committee members, and Grants Coordinator.
- Send completed concept memo to Grants Coordinator at ymrina@peacecorps.gov and cc your APCD.
- Grants Coordinator and APCD will approve project concept and approve/establish appropriate funding source (VAST, SPA, PCPP, etc.).

Step 2: Grant Proposal Application

- PCV is required to register in the grants portal, PCGO, at www.pcgo.peacecorps.gov. Grant applications can be completed online or be downloaded as a Word document for offline use at site.
- Once you have registered, click the "New" button on the left-hand sidebar to start a new grant application. You must fill in the first four fields: **Grant type, Country, Region, and Project Title** and one additional field for SPA projects **Program Element** to save the application as a Word, PDF, or Excel file for offline use.
- Work with your community to complete the application. If you have any questions or need help, do not hesitate to contact the Grants Committee members whose area of expertise is related to your project.
- PCV is required to use the **Compliance Checklist** to complete the grant proposal application. Project specific checklists are available at https://pctzgrants.wordpress.com/ or a general checklist is located at the back of the Grants Handbook.

Step 3: Review and Approval

- Before submitting your proposal for peer review, ensure that the application is compliant and fully addresses all sections of the Compliance Checklist. Send your completed application (file naming format: granttype_lastname_firstname) and Compliance Checklist to the Grants Committee at pctzgrants@gmail.com who will serve as a primary reviewer before being reviewed by the Grants Coordinator. If applicable, also submit PCVs Support Fund Form (fund to cover expenses of PCV that are required to implement a grant funded project, typically travel and lodging for youth conferences) at this time.
- If your proposal is not compliant, (does not contain all appropriate sections mentioned in the Compliance Checklist), it will be returned **without review**. You will be advised of the changes that need to be made before the proposal is eligible for review.
- If your proposal is compliant, (contains all appropriate sections mentioned in the Compliance Checklist), the reviewers will review your proposal and make comments directly in your application, using Microsoft Word’s “track changes”, as well as in your submitted Compliance Checklist. The peer reviewers will compile all comments and return your proposal application and Compliance Checklist to you.
- Address all comments made by the peer reviewers and revise your proposal application using track changes. Return your application to the primary reviewer and they will ensure all comments have been
addressed.

- If all comments have been addressed, the Grants Committee member will clear you to submit your revised proposal on PCGO. Notify you to send your revised proposal application to Grants Coordinator, Yovitha Mrina, by saving your peer reviewed proposal as a draft (do not hit submit) on PCGO. Notify Yovitha Mrina at ymrina@peacecorps.gov.
- If necessary, revise your proposal application based on senior staff review comments.

Step 4: Online Submission and Funding

- Before submitting on PCGO, download and print all Signature Forms from under the “Documents and Printouts” tab. Signatures from both PCV and community are required.
- Upload scanned copies or high quality pictures of the Signature Forms to PCGO under the Documents section of the “Documents & Printouts” tab.
- Upload the Community Letter and all relevant technical details as documents or pictures in the Documents section of the “Documents and Printouts” tab.
- Once you have been cleared to submit by your peer reviewer, click the “Submit” button on PCGO to send your proposal to the Grants Team for final review. Review by APCD, senior staff, will follow.

Step 5: Project Implementation

- You will receive final approval of your proposal application via email, summarizing steps of carrying out your project. It may take approximately two weeks until funding will be deposited into your bank account.
- Implement your project, remembering to get original receipts for anything bought with grant money and carry out your monitoring and evaluation plan.

Step 6: Completion Report

- Within one month of project completion, submit a completion report using the online system at pcgo.peacecorps.gov. Print and complete Completion Report Signatures Form and take color photographs of all original receipts (numbered and aligned with budget items). Upload these to PCGO under the “Documents” tab. Notify the Grants Coordinator via email so that the closing process can begin on the Peace Corps side.
- A guide to write and submit the completion report may be found on https://pctzgrants.wordpress.com/

Guide to Online Grant Submission

Peace Corps Tanzania grant applications are submitted through the Peace Corps Grants Online portal (PCGO).

Some important notes before starting:

- PCTZ approval of a grant application occurs after the committee sponsoring the application (if you are applying for a challenge) or a Grant Committee member and the PC Grants Coordinator confirm the application meets the required standards.
- Since this is an online application, different browsers react differently. The Firefox browser tends to have the fewest issues.
- Pop-ups will be utilized for getting printouts. With Google Chrome the “pop-up blocked” icon is on the right side of the URL address bar. In Internet Explorer a bar will appear in the bottom of the window. Also ensure you scroll through all the windows to make sure no fields have been left blank.
✓ If after reading this document and “Get help” links online, you still have questions, you can download a more detailed guide at https://pctzgrants.wordpress.com/
✓ The internet may be unreliable. Thus, please SAVE EARLY AND OFTEN!!!!

Register with PCGO

Step 1 – Go to www.pcgo.peacecorps.gov. If this is the first grant you are submitting online, you will need to create an online account. Projected COS date and Volunteer ID number can be found on Volunteers’ VICA payment forms.

Part 1: Starting a new application

Step 1 – On the left-hand navigation pane, select “New.” A new tab or window will open.

Step 2 – To fill in the first gray fields, select the magnifying glass in each field. Ensure all fields with a red asterisk are completed, as well as any other applicable white fields. The other gray fields will be filled in automatically as the application is completed. Scroll down and copy and paste all Project Narrative fields from your approved part one Grants Application specific for Peace Corps Tanzania. Again, SAVE OFTEN!! If you are applying for a SPA grant you will need to fill out an Environmental Review, which can be accessed at the bottom of the menu on the right-hand side of the window. When completed click “Save and Close” on the left-hand side menu.

Part 2: Completing the application

✓ Below “My Applications: Part 1 of 2” is a list of all the grants you have done. If this list is not visible, please wait for a few minutes until the list becomes visible. Please be patient, it will appear.

Step 1 – Select the new grant you want to complete; it will turn green. You can now edit the grant by selecting the tabs under “Peace Corps Application: Part 2 of 2.” Basic directions are displayed in each tab, if more help is required click on the help link. Proceed through each tab and add the information from your PCTZ Project Application.

• When filling in the indicators, all empty fields must be filled in. If there are any indicators that will not be addressed type “0”, do not leave the field blank. However, under “Grants Specific Indicators” at least one or two indicators will be filled with figures, not only zeros.
• Important: While working on Part 2, items will be added, saved and deleted by clicking the buttons on the bottom left menu located in each tab.

Step 2 – After completing the “Budget” tab, select the “Printout” option under the “Documents & Printouts” tab. Select “All Signature Forms” under the documents available to print, and then select which type of file you would like to download to print the forms.

• Under this tab you can also select other forms (some volunteers may need to fill these out in special cases).
• Additional Note: Page 4 of the signature forms is related to Media. Please ensure this form is printed and signed, even if you have previously submitted this form with another grant or to the Peace Corps office.

Step 3 – After all required forms are signed, scan or take a picture of them and email them to the Grants Coordinator. (If possible, it is best to change the file format to PDF before sending them as an
Do not attach to the online submission – the Grants Coordinator will attach them after all post signatures have been acquired.

**Final Step** – After each field has been completed, attachments uploaded, and approved by Grants Coordinator submit the application under the “Submit Application” tab. After the grant has been submitted, you are no longer able to edit the application unless there is good reason to change it back to draft, which can only be done by the Grants Coordinator. PC Staff will review the grant to ensure all fields have been correctly filled in, and then change the status for Washington to proceed with processing.

*NOTE: A Grant Waiver Form may be submitted to cover costs not usually allowed for Peace Corps grants. These costs include: motor vehicle transportation, celebrations, international travel, and other convenience costs not allowed to be covered by grant funding. These waivers must be discussed with the Grants Coordinator, APCD, and Country Director before the PCV may include it in the grant proposal budget.

After approval, your application is submitted to the Country Director, who makes the final approval of your requested funds before it is sent to Washington DC. **These waivers are rarely approved, and it is usually better to write your grant without them.**

**Volunteer expenses (travel, lodging, per diem for grant-funded projects) should be requested through PCV Support Fund Form, submitted and approved by the APCD, Grants Coordinator, and DMO prior to proposal approval. These expenses should not be included in the online submission.** Application/waiver forms are available at pctanzania.org/grants.

**Grant Processing**
- The above mentioned processing time is subject to normal circumstances; unexpected delay may also be caused by other factors including absence of all reviewers due to competing demands i.e. field work and out of town conferences/workshops. **PCVs are NOT allowed to use their own money to implement the project; the project should be implemented only after securing funds.**

NOTE: PCPP projects may take significantly longer because time is needed to raise funds from friends and family or partners.

**Receipt Keeping**
- Receipts should be obtained for all purchases. Receipts should be legible, include an English translation, and contain the name of the vendor, the name of the purchaser, date of the purchase, and an itemization of materials purchased, including quantity, unit cost, and the total purchase amount. Receipt templates are available for use on pctzgrants.wordpress.com, and at the back of this handbook, if the person providing the goods and services (like casual labor, artisan skilled labor, and transportation) does not normally write receipts. PCV needs to confirm the date the service was provided, the name of the service provider, the number of hours or days worked, an hourly or daily rate, and the total amount paid.
- Receipts are NOT required for community contribution.
- PCVs must provide an account of all expenditures of grant funds in the “Final Report” budget tab within
the final report. If a purchase was made with grant funds not outlined in the initial budget, PCVs must still document the transaction in this tab. The post DMO will review this report and ensure all funds are accounted for and that funds have been spent in accordance with the approved budget.

Grant Closing Procedures

It is mandatory, according to Peace Corps’ financial policies that any government expended money be appropriately accounted and reported on time. This means, you are required to complete and submit your project completion report, including accounting expenditures (with original receipts), success stories, and pictures online through PCGO within a month of completing the project. A separate success story with photos needs to be sent to the Grants Coordinator for sharing with senior staff, headquarters, partners, and other PCVs. Any approved grant and success story will also be uploaded on the PCTZ Grants Database. It is UNACCEPTABLE to submit the completion report during COS time. It is important to allow time for review and official closure by the Peace Corps administration at post and in Washington, DC. All grants must be closed prior to COS conference.

PC Tanzania General Grants Criteria

- General Criteria
  1. The grant process must be followed. You must work with PCV Grants Committee Peer Reviewers when drafting your proposal for advice and feedback on all drafts before submission to the Peace Corps Grants Coordinator for final review.
  2. The community contribution must be at least 25% of the total project cost.
  3. A Volunteer cannot apply for two SPA projects in one fiscal year.
  4. PCVs must use extreme caution in making promises and commitments to community members with regards to funding of any kind. There are no guarantees for any funding, until the final approval is made by PCTZ. PCVs must consider that a proposal is a request only, not a guarantee.
  5. PCV costs such as lodging, travel, per diem, facilitation fees, etc. cannot be included as part of the direct costs requested in the proposal, and cannot be calculated under Community or Third-Party Contribution. However, PCVs may use the Peace Corps Tanzania Application Form "PCVs Support Fund" available online at www.pctanzania.org/grants to request reimbursement of PCV costs. Approval from the Grants Coordinator must be requested at the time of the project proposal. Counterpart costs such as lodging, per diem, travel, etc. may be covered by grant funds if it is included in the budget.
  6. PCVs may not request funds from one funding source and write a proposal to another with hopes of combining funds for a larger project. Likewise, PC funds available for PCVs may not count as community contribution for other funding sources from outside funders.
  7. PCVs may request advice and input from their APCD prior to submitting any proposal. PCVs can seek appropriate input from other PCVs as well.
  8. Leadership/Camp/Empowerment projects must be supported by a local partner (i.e., church, NGO, CBO, School, etc.) Such projects must include an acceptable curriculum, such as Life Skills.
  9. Peace Corps funding cannot be used to complete a project the community failed to complete due to: theft of funds, poor management, negligence, or losing the funds due to long project delays resulting in the revocation of funding.
  10. Funds cannot be used to complete/repair a previous Peace Corps-funded project.
11. **PCTZ encourages budgeting for grants to be realistic in such a way that there will be no remaining funds or shortage at the end of the project implementation.** In the case of remaining funds for any grant, PCV must consult the Grants Coordinator and Peace Corps Management to establish an acceptable plan to spend the money in a measurable way related to the original intent of the project. If the project was not implemented and funds were not used, ALL funds must be returned to Peace Corps through the Cashier. Contact the Grants Coordinator for further information. Money may not be left in the community for purposes that cannot be monitored or accounted for.

12. **PCVs are limited to a total of four grants, including both macro and micro grants, over the course of their service.**

13. If a PCV fails to close any grant by the stated closing date, the Volunteer becomes ineligible to apply for another grant. When a PCV knows that they will be unable to close by the stated date, the Volunteer should proactively communicate with the Grants Team to ask for an extension. It will then be the decision of the Grants Coordinator to approve the extension of the project end date.

14. PCVs are not permitted to directly accept funds from non-Peace Corps sources outside of the PC Partnership Program (including from crowdfunding platforms), or to use their personal funds. Volunteers who do so may be administratively separated.

15. Micro grants skip the concept memo stage of the grant review process unless specified otherwise by the Grants Team.

- **Community Contribution**
  
  *The community must contribute at least 25 percent of the total project cost* in order to guarantee community ownership of the project and enhance its long-term sustainability. This contribution often includes the cost of all manual labor and transportation associated with the project. Host community contributions might also include direct financial contributions of cash or raw materials. Contributions from local or other in-country sources, such as indigenous organizations or government ministries, are called “third party contributions” but can also be factored into the community contribution.

  However, contributions from an international organization cannot be considered as part of the community contribution (i.e., contributions from USAID, United Nations organizations, foreign embassies, or international NGOs such as CARE, Save the Children, or the International Red Cross).

  When writing the budget, include the cost estimate of cash, materials, or in-kind contributions being provided by the community and/or other in-country sources (national ministry or county-level government organization). PCVs are asked to develop a project budget using Tanzanian shillings (TSH) since all transactions will be done using TSH, except for very unique projects. An exchange rate is only determined by the PC system of funding using the daily exchange rate during fund processing after grant approval. Do not budget in terms of USD.

  The following items must be community contribution and cannot be covered by grants funds:

  a) All unskilled labor. Unskilled labor for a latrine project, for example, might include laborers who carry rocks to the construction site, while skilled labor would be the water engineer or fundi overseeing the project.

  b) Food provided to people for an event or for laborers.

  The following items may not be covered by grant funds or community contribution. They should not be included in your budget proposal at all:
a) The cost of land for a project (not including official rented venues).
b) Electricity bills for a project.
c) Wages to be paid after the implementation period. For example, the budget for a water catchment project may include wages for a fundi to oversee the initial construction of a tank and gutter system. However, neither grant funds nor community contribution can be used to pay for fundi repair fees three years in the future.
d) Supplies to be purchased after the implementation period. For example, the budget for a chicken project may include grant funds or community contribution to cover the cost of feed for the initial three months, but once the implementation period is closed, those costs should no longer be part of the budget. Please do not write in a two year supply of Kuku Premix Powder to your budget!
e) Travel, per diem or lodging costs for the PCV. If a volunteer needs to travel as part of a grant funded project, like a regional student empowerment conference, they may fill out the “PCV Support Fund” form (found here) to request reimbursement, separate from the proposal budget. Please request approval from the Grants Team during the project conception stage.

**Commonly Funded Projects Considerations**

1. **Animal Husbandry Projects**
   1. Animal coop (materials and construction) should be community contribution when possible and built at the beneficiary’s home.
   2. Cross/local breeds are preferred over hybrid breeds for chicken projects.
   3. Projects must include training from local technical staff experienced with the chosen livestock.
   4. Projects should be registered with the village office and if possible, the Agriculture Extension Officer.
   5. Any land used, not belonging to an individual, must be backed up by a written commitment letter/promise of ownership (transfer) to the group or individual. (This applies to construction projects as well).
   6. There must be a local market demand available for the products of the project and the beneficiaries must research the possible market as part of the project proposal.
   7. There must be a well-established sustainability and management plan (i.e. feeding schedule, labor distribution, financial management and accounting, and/or plan for growth).
   8. Funds accountability is needed for income generation projects.
   9. Vaccinations are required for all animals, so include the cost of these vaccines in the project budget and factor this into sustainability plans for future generations of livestock.
   10. If Grants Committee and FEAST have developed a best practices document for the type of animal husbandry your project will cover, incorporate those recommendations into your proposal.

2. **Boys and Girls Empowerment Conferences**
   1. The Life Skills manual is a good resource for planning curriculum content.
   2. The total approved number of days allowed for a conference is five, including travel days.
   3. A well-developed agenda must be attached to the grant proposal.
   4. No PCV costs can be included in the proposal (i.e. travel, lodging, etc.). However, these costs may be covered by the PCV Support Fund. A request must be made at the time of the project proposal.
using the Support Fund Form available online at www.pctanzania.org/grants or at the back of this handbook.

5. Travel should be restricted to be within one region. If possible, the venue should be a community contribution.

6. Chaperones/teachers/facilitators fee should not exceed 20,000 TSH per person per day (unless justified), and the preference is that they be submitted as a community contribution.

7. T-shirts should be a community contribution but may sometimes be funded if the T-shirts contribute towards the goal of the project.

8. Food costs should be reasonable (between 3,000 and 7,000 TSH per person per day).

9. A local partner must be identified (not an individual, but perhaps an NGO, church, school, etc.)

*NOTE: After the workshop, it must be clear what activities the participants are going to perform to demonstrate what they learned during the conference/workshop. Develop indicators towards achieving the activities they are going to implement. Remember that when one organizes and conducts a workshop or a training of any sort, one will be imparting knowledge and skills and at times influencing some individual attitudes towards the subjects/sessions being taught and discussed. As such the OUTPUT for that training will be the number of people trained, number of trainings conducted at an agreed upon quality level, number of trainees that have passed the exam or test (Pre- & Post-test are indicators) and others. The training indicators will be measuring the attainment of these outputs. But the outcome and long-term impact of your project based on the knowledge and skills you had imparted to the participants will be measured after the training based on the action plan they developed and implemented to answer the following key basic question; “what changes the trainees in the project influenced in the community or family or school after implementation?”

3. Income Generating Projects
   1. Include business training and appropriate accountability methods to recipients.
   2. The products should be for sale to local markets, not expats, unless it can be carried out completely without any PCV involvement (i.e., at a local lodge, but not in Dar).
   3. For animal husbandry projects, all animal husbandry criteria must also be observed.
   4. Project beneficiaries and PCV must research the market as part of the proposal.
   5. Self-sustaining/revolving/seed money is encouraged but cannot be requested in a grant application.

4. Health Projects
   1. Should involve the advice of local experts such as doctors, nurses, clinicians, etc.
   2. Medical ethics must be followed.
   3. The proposal should include clear and up to date reference materials.
   4. Attach training agenda with clear curriculum content to the proposal.
   5. Venue and meals are recommended to be a local community contribution.
   6. Involvement of local partners/authority/member of parliament is recommended and they must contribute to the project.

5. Construction Projects
   1. Community contribution should include the following by the local community: stones, sand, and water for building, brick making, laborers and clearing.
   2. Land ownership to a group or school must be conveyed in writing and endorsed by a government entity to ensure it will not be taken away in the future.
3. Existing buildings (whether completed or not) and land cannot be used as community contribution if they are the focus of the project. That is, if funding for a classroom is being requested, the old classroom (if it is being rehabilitated) or school owned land cannot be claimed as the contribution because it is already within the project scope.

4. PCTZ recommends that buildings intended to serve as human shelter, including but not limited to dormitories, clinical personnel housing, teacher housing, or additions to hospitals/clinics, should not be funded. Furthermore, educational building additions to schools including libraries, laboratories, classrooms, or offices should not be funded.

5. Infrastructure projects including water catchment/storage systems, wells, latrines, kitchens with high efficiency cookstoves, or coops/pens for animal husbandry projects may be funded if the project meets all other existing grants requirements.

6. **Water Projects (SPA and FTF)**

   1. As part of the Peace Corps' agreement with USAID, the FTF and SPA programs' Initial Environmental Examination (IEE) requires PCVs to complete an environmental checklist for water, agriculture, and natural resource management grants. The environmental checklist is part of the PCGO small grant application. Additionally, Volunteers should note that **USAID requires water quality testing for all well projects, including drinking water, agriculture, and/or irrigation wells.** While FTF funds may be used for agricultural and irrigation well projects **SPA funds should not be used for these projects.** As it pertains to water, SPA funds may only be used for water, sanitation and hygiene trainings; hand-washing projects; behavior change activities; materials development; community-led total sanitation; community organization; and latrine projects. These activities are consistent with USAID program element indicators for water sanitation and available Peace Corps WASH training materials, which can be requested from your Peace Corps staff.

   2. USAID requires water quality testing for all well projects. If FTF funding is accessed for well projects, all of these requirements apply:

   **A. The well must...**
   - Be covered and locked, if possible.
   - Well water must be tested and treated for contaminants, including fecal and total coliforms, nitrates, nitrites, and heavy metals including arsenic
   - Be clearly labeled with signs explaining that the water is for agricultural purposes and not for human consumption, e.g. “Not potable, for irrigation only”
   - Be cemented all the way down to the water level (except in special cases when this is not possible and the project is exempted from this requirement by the director)

   **B. As part of the project planning, you should...**
   - Inform the Peace Corps country director and program manager that you are planning a well project
   - Calculate estimated yield and extraction rates for the well (contact USAID or the SPA program manager for additional information on how to calculate extraction rates)
   - Identify a qualified individual who will serve as “technical adviser” for the project. Explain in the project proposal how this individual will help to ensure the project is technically sound. You can contact the Peace Corps Volunteer leader for help finding a technical adviser.
• Consider maintenance costs that will be required to keep the well-functioning safely. Together, with a water users’ association, build a mechanism for paying future maintenance costs into the project design (e.g., usage fees or set aside a portion of the profits in case of a garden project).
• Include the initial water quality test costs in the small grant; however, ensure the community has plans and resources to conduct periodic water quality testing during the lifetime of the well
• Review potential problems listed in the ENCAP Visual Field Guide: Water Supply document when placing the well and consult the Global Environmental Management Support website for further best practices for water supply projects. Consider these issues in the environmental review section of the project proposal.

C. Well location
• For siting wells, it is important to locate the well at the highest point on the property
• Avoid positioning down slope from potential sources of contamination, including surface water flows and flooding conditions
• Locate the well in an accessible site for maintenance
• Define a sanitary protective area around the wellhead that is kept in its natural state

D. Potential contaminants
• Yield and quality of water supply will depend on soil type (which determines filtering capability and transmissivity)
• Coarse gravel, limestone, and disintegrated rock can allow contaminants to travel quickly with little opportunity for natural purification
• Distance to nearest point of potential contamination is site/aquifer specific (refer to EGSSAA water and sanitation)

E. As part of the project implementation, you should…
• Conduct an effective training with the community on sustainable use and maintenance of wells. The training should also outline the health and safety risks of drinking potentially contaminated water and the Volunteer should discuss the problems outlined in the ENCAP Visual Field Guide: Water Supply document
• Test the well for fecal and total coliforms, nitrates, nitrites, and heavy metals including arsenic and arrange for periodic follow-up testing (the community should commit to this and it should be explained in the proposal under “community contribution”)
• Volunteers should include the cost of water quality testing in the project budget; this cost may be excluded from the total for the 25 percent community contribution calculation
Grants – General Helpful Hints

1. Read and follow all instructions.
2. Write in third person.
3. Contact your assigned peer reviewer or the Grants Coordinator for advice. Make sure your questions are professional, polite, concise, and friendly.
4. Write more than one draft and be prepared to make changes.
5. Spelling and grammar errors can make or break your proposal. Proofread before submitting your grant proposal. Do not use Swahili in your proposal.
6. Be clear and concise when you write your proposal. Begin with the most important points and be selective with the use of data. Choose the most relevant statistics. Quality over quantity!
7. Look for possible partnerships and resources within and outside your community FIRST.
8. Model your project after other similar successful projects and reference them in your proposal if appropriate. You can also reach out to PCVs or RPCVs for advice.
9. Never ask for more funding than is allowed or more than you really need.
10. Make sure to be consistent throughout your proposal by giving each section your full attention. Always present your best work.
11. Your proposal is not the only one being reviewed. Be sure to make your language clear and easy to read.
12. Explain all abbreviations or acronyms when first mentioned in your document.
13. Make a strong case for the project by including examples of the community’s need(s).
14. Follow your funders’ timeline exactly, but be patient once your proposal is submitted.
15. If your proposal is rejected turn it into something positive. Ask why the proposal was declined and ask for suggestions for the future.
16. Provide evidence of support – letters, resolutions, etc.
17. Do not make promises to the people on whose behalf you are submitting the proposal. If it is not funded, it could damage your reputation.
18. Pay attention to your Goals, Objectives, and Indicators throughout the whole process. Additionally, your project narrative should complement the Goals, Objectives, and Indicators established in the proposal.
19. Before submitting your proposal for peer review, follow the Compliance Checklist Worksheet, that you will submit with your Word document proposal application for peer review, to ensure your proposal is compliant.
Common Mistakes and Weaknesses in Grants Proposal

Grants Committee identified the following weaknesses/mistakes in a grants proposal when providing peer review.

- Incomplete Executive Summary.
- Indicators not or insufficiently addressed.
- Project is too ambitious, or the scope is too broad.
- Poor sustainability plan.
- Budget is inappropriate/incomplete or does not have enough justification on cost of items (Use the budget narrative if necessary). Missing quantities and units of items purchased (i.e. truck load of sand, 50 kg bag of cement, wood (7 x 3 ft))
- Grant budgets **cannot** contain PCV expenses. Refer to the PCVs Volunteer Support Form for PCV expenses.
- Grant budgets **cannot** be used for recurring costs longer than the initial start-up period of 3 months.
- No obvious buy-in/support from the community or self-initiated by the PCV without consulting the community.
- Lack of information about the community project committee that has been involved in the planning and designing of the project and who will oversee the project implementation (i.e. who, title, experience, when and how they will coordinate the project, as well as how they were chosen)
- Lack of information on whether the volunteer involved the community when gathering grant proposal information including: project timeline or creating grant budget (i.e. cost estimates of the project and the plan if they want a project done).
- Insufficient/improper community contribution information.
- Community statement not written before sending grants proposal for review.
- Failure by the PCV to review their own grant proposal at least twice, using the compliance checklist worksheet, before submitting it for peer review.
- Lack of information about how monitoring and evaluation will be conducted to ensure project activities will be followed up and see if the project will bring the anticipated outcomes.
- No adherence to application format (i.e. more than 250 words per application section, especially in the proposal summary).
- Lack of technical details.
- Insufficient “Do-No-Harm” discussion.

Success Stories Guidance

A success story is an opportunity to describe how your community project has benefited a person, community, or country. It is a chance to illustrate how your project made a positive impact on your community and to put a human face on these efforts.

*Foreign Assistance Act of 1961*: Requires assistance be communicated as American aid
– For the **host country**: We have a responsibility to keep residents informed of what we are doing in their country.
– For the **American people**: We have a responsibility to explain what we are doing with their tax dollars, including how US foreign assistance works, who benefits and what impact it has.
– For the US Congress: We must justify our spending and the impact it has to the people who decide our funding levels.

Why are success stories important?
Consider success stories as project progress reports told in an original and personal way. While most reports sent to headquarters, Congress, and stakeholders rely on technical language and statistics, easy-to-understand narratives about real people and programs help audiences bond with our mission. A well-written success story can evoke loyalty and investment in our work and capture progress over time. Furthermore, these stories demonstrate Volunteers’ value and our responsible use of taxpayer dollars to help save and improve lives. This is convincing evidence for continued funding in an austere budget environment.

What messages should a success story highlight?
While some themes change from year to year, stories that focus on the following list of topics will always be important assets in telling our story.

• Progress in Saving Lives
• Combination Prevention (PMTCT, VMMC, Treatment as Prevention, Condoms)
• Smart Investments
• Shared Responsibility
• Empowering Women and Girls
• Basic Education
• Water and Sanitation
• Livelihoods
• Mother and Child health
• Nutrition
• Malaria Prevention

What are components of a good success story?
A well-written success story will leave the reader feeling connected to the individual or organization profiled. The story should be communicated in plain language, with limited use of acronyms. Do not use the passive voice and avoid jargon and clichés. Keep it short, simple, and to the point. It is also important to connect the story with the broader PEPFAR/country narrative without losing focus on the beneficiary. A success story should not exceed two pages with photos and can be much shorter than that.

How do Peace Corps and our Funders use stories?
We use success stories on platforms including social media and the Peace Corps and PEPFAR website to inform the American people, media, and stakeholders about our work. Success stories also contribute to speeches and can influence itineraries of delegations to Tanzania. Finally, links to success stories will be included in the PCTZ Grants Database.

How can the US Mission in TZ use success stories?
Telling the story in-country is an important outlet to educate the public (TZ and US) not only on accomplishments, but to create a deeper awareness and trust for the Peace Corps’ ongoing activities. We can use the stories for multiple communications needs, such as speech writing, newsletters, media interviews, and public outreach.
Components of a Good Success Story

**Headline: The Hook**
Capture the reader’s attention with a catchy headline using an active verb to share the overall message of the story.

**Beginning: The Set Up**
– If using a personal story, introduce the beneficiary by name and tell a short anecdote about his/her life.
– Use vivid words that create visual images of the person, where s/he is, and challenge s/he faces.
– Include a quote.

**Middle: The Body**
– Explain the motivation for writing this piece (for example: provide regional/country context into the nature/scope/response of the AIDS epidemic).
– Establish what services are being provided and elaborate on why the program or service is a success.

**End: The Take Home**
– Drive home with a quote (beneficiary, country government, private sector or civil society partner).
– End with high note reflecting joy, pride or hope.

**Quotes: The Personal Perspective**
• Good quotes should reinforce the message of the story and highlight the impact, not repeat everything previously stated.
• Quotes are a powerful opportunity for the beneficiary or service provider to frame the story in a personal way.
• Quotes from a partner or member of civil society validate the program or service highlighted.
• Quotes from a country official validate our partnership with the country.
• Quotes break up paragraphs and can direct the narrative.

**Photo: The Visual**
• The saying goes, “every picture tells a story”, and that should be your guide!
• Photographs are an important tool in storytelling; people look at a photo before reading the story!
• Make sure the beneficiary signs a photo consent form.
• Avoid stiff poses or ceremonial shots of people smiling at the camera, shaking hands, sitting at a table.
• People in suits don’t tell a good story.
• Try to shoot outdoors (natural lighting), keeping the sun behind your back.
• Don’t forget a caption! Who is in the picture? Where are they? What are they doing?
• Share .jpeg file with us (even if the photo is already embedded into the story).

**Interview: Getting the Best Story**
• Prepare – have an objective.
• Be friendly – you are dealing with a person.
• Tell the person/interviewee who you are, what you are doing to gather story materials, and how you plan to use it.
• ALWAYS ask permission to write about them.
• If there are sensitivities around using their name, you can agree to use first names, or pseudo-names.
• Ask questions clearly and succinctly.
• Find out who, what, when, why, where, how and how much.
• Get basic information (name, age, family, etc.).
• Weave PEPFAR and HIV/AIDS or other themes of your project into the personal story.
• Avoid questions with yes/no responses. Focus on open-ended questions that garner personal answers about experiences.

❖ PCV Grants Committee

Purpose
Members of the PCV Grants Committee (peer reviewers) provide peer assistance for PCVs in design, management, and implementation of high-quality projects. The purpose of the PCV Grants Committee is to provide feedback and field knowledge regarding grant writing and management prior to grant proposal review by the Peace Corps Grants Coordinator and Senior Staff. With the assistance of the Grants Committee’s members, the aim is to expedite the grant application process and to increase project proposal approvals.

Grants Committee members have three days to review submitted grant drafts. Peer reviewers first compliance check the grant proposal to see if the proposal and will return the proposal without review if it is not compliant. Members will then advise the PCV on the changes necessary for the proposal to be eligible for review. Once the grant proposal satisfies the compliance checklist, peer reviewers will comment directly on the grant and suggest edits for the PCV to complete before the PCV submits the grant on PCGO and notifies the Grants Team, who will then review the grant along with the APCD, and either Jerry or Marguerite.

❖ Early Termination and Transfer of Responsibility

A. Early Termination

In the event of a Volunteer’s early termination (including resignation, medical separation, administrative separation, or interrupted service) with an ongoing small grant project, the post will determine whether the project can be completed. If all small grant funds have been disbursed and used to carry out the major portion of project activities, the post may allow the community to finish the project on its own, without the need to transfer responsibility to another Volunteer. However, if the project is not near completion and major project activities remain incomplete or funds remain unspent, the post will either cancel the project and collect unspent funds or transfer responsibility to another willing Volunteer. (Note: In the case of an official evacuation or temporary suspension of a Peace Corps post, the post will be responsible for contacting the appropriate Peace Corps headquarters small grants contact for guidance on closing open projects.)

Volunteers whose projects are canceled or transferred to another Volunteer should be prepared to update post staff on the status of their projects, and ensure an accurate accounting of all grant funds is up-to-date and provided to the post. All receipts and expenditures already incurred against the project funds must be reviewed and verified by post staff.
B. Transfer of Project Responsibility

If post approves the transfer of a project to another Volunteer, both Volunteers must sign a Transfer of Responsibility form, provided by post. This document officially releases the first Volunteer from the project, and passes all responsibility to the new Volunteer. If the new Volunteer is also directly accepting funds from the first Volunteer, a Peace Corps Volunteer Liability Signature Form (available under “Documents and Printouts” in PCGO) must be completed and kept on file at post. The new Volunteer must accept the transfer willingly, be familiar with the community and location, be oriented on his or her responsibilities in overseeing the completion of the project, and agree to assume responsibility for all reporting obligations. An explanation for any discrepancies between funds allocated to the Volunteer(s) and receipts collected should be documented and attached to the Transfer of Responsibility form. Post staff must upload the Transfer of Responsibility form to PCGO. Transfer of a project may occur at any time during the project’s life cycle. For PCPP projects, projects may be transferred even if the project is still fundraising online. Volunteers should never write a project with the intention or assumption of transferring it to another Volunteer.

C. Canceling a Project

If a project canceled and funds have already been dispersed to the Volunteer, all unexpended funds up to the point of cancelation must be returned to the post. The collection should be completed before the Volunteer leaves the country. If the Volunteer leaves the country without accounting for and returning unused small grant funds in his or her possession, the post will forward the matter to the CFO claims office for processing as a debt to the Peace Corps. If possible, the Volunteer should submit the final report for the project, regardless of whether the project is complete, to the small grants coordinator. The report should include information on the progress made toward meeting project objectives, the results or outcomes achieved, and a final financial accounting.
Concept Memo

Name of Volunteer: 
Date: 
Site: 
Sector: 
COS date: 

Summary of Proposed Grant:
Briefly address the following questions by simply inserting your answer below each question. The total length of this document should not exceed two pages, including this one. Once you are finished, email the completed document to the Grants Coordinator, CC your APCD, and wait for a response from Grants Coordinator before proceeding with the grant writing process.

1. What problems or needs will the proposed project address? Why is this project important?
2. What solutions are you proposing to address those problems/needs?
3. Who will be the beneficiaries of your project?
4. What project outcomes do you anticipate?
5. Who will oversee the implementation of the project? Who will be the project committee members? Who will follow up with project implementation? Who will measure the impacts of the project (M&E)?
6. What will the approximate implementation timeline be?
7. How does the community plan to sustain the project after your departure?
8. What is the approximate total project cost?
9. What items and services will the community contribute and what will the approximate amount be (at least 25% of the total budget)?
10. What funding source do you think will fit your project?

For staff use:

APCD Signature 
Date

Grant Coordination Signature 
Date

Suggested Funding Source:
Grant Coordinator Feedback:
# GENERAL

## PROPOSAL COMPLIANCE CHECKLIST

Please use the following checklist while writing your grant proposal. In the column marked 'PCV' write ‘Y’ or ‘N’ to indicate whether or not it was included in addition to any comments, questions, or concerns.

For further assistance refer to [www.pctzgrants.wordpress.com](http://www.pctzgrants.wordpress.com) under FAQs.

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<th>Compliance Questions</th>
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<td>Community Statement (in Swahili)</td>
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<td>Are Technical Details and the Community Statement attached?</td>
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# PROJECT NARRATIVE

## Brief Information about:
- the problem
- proposed solution
- anticipated outcomes
- information about beneficiaries
- implementation timeline
- mention of the project committee
- brief M&E information
- sustainability plans
- Total project cost and community contribution amount (in TSH and %)

## Background
- Village name, region, area of country, and organization you are working with if applicable.
- Clear statement of the “problem” or need of the community.
- Information about the community that will be served, including pertinent data and statistics (i.e. pop., type of work, etc.)
- If statistics are included, are they up-to-date, properly sourced, and cited?
- Discuss the history of the problem. If any past efforts that have been made to fix the problem
null
<table>
<thead>
<tr>
<th>Implementation</th>
<th>Capacity Building</th>
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<tbody>
<tr>
<td>-immediately upon completion of implementation period</td>
<td>Skills that will be gained by those working on the project directly, and how these skills will be used in the future (i.e. PDM, budgeting).</td>
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<tr>
<td>Long-term outcomes of the project (abilities, improvement in lives of target population, behavior change, etc.): -immediately upon completion of implementation period but <strong>not exceeding</strong> the remainder of the M&amp;E period</td>
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<td>Do the short-term and long-term outcomes mirror the Goals &amp; Objectives and expand on them where explanation is necessary for M&amp;E?</td>
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<tr>
<td>Information about specific project tasks, who will be responsible for completing them, and when (dates and time length) they will be completed. Explain in <strong>PHASES</strong> (i.e. Phase 1 – Acquisition of Materials, Phase 2 – Implementation of Project, Phase 3 – M&amp;E)</td>
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<td>Does the project require /have a contingency plan? What is it and why needed?</td>
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<tr>
<td><strong>Sustainability</strong></td>
<td>Skills that will be gained by the participants/target beneficiaries of the project, and how these skills will be used in the future (i.e. new knowledge, skills, abilities).</td>
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<tr>
<td>A sustainability plan with specific strategies for sustaining the project beyond the PCVs service (i.e. maintenance, funding, training).</td>
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<tr>
<td>Mention of where the resources and funding to sustain this project will come from and who will be responsible for managing these.</td>
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<tr>
<td><strong>Goals and Objectives (M&amp;E)</strong></td>
<td>Goals are realistic and state the proposed long-term outcomes of the project. <strong>Only 1 or 2 goals for any project.</strong> A goal is a group of objectives.</td>
</tr>
<tr>
<td>Objectives are short-term, specific, and measurable, and they give a specific date for completion. i.e. By (month/year), (x number of participants/beneficiaries) will be able to do/will be trained to do (specific action/skill).</td>
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<tr>
<td>Indicators are specific, measurable, achievable, relevant, time-bound (SMART), will they ensure quality project outcomes. For phrasing guidance see Project Framework Indicators.</td>
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</tbody>
</table>
| Timeline | Timeline includes information about:  
| - specific project tasks (include M&E)  
| - who will be responsible for completing them (Better to say Project Committee than just 1 person. Unnecessary to say PCV because it is assumed you are already involved.)  
| - when will they be completed (Dates and Time length) |
| Do No Harm | Potential negative effects the intended project could cause (Consider environmental, social, political, and economic)  
| Steps for the community or local organization to take to mitigate these negative effects.  
| For SPA Grants only-  
| Environmental Review |
| Budget | Are the prices for items reasonable and do the quantities make sense?  
| Are Item Descriptions very specific? (i.e. 50 kg cement bag, 20L paint bucket, truckload of sand, 2” roofing nails, Material transport 54km town to village, etc.)  
| Is the total requested amount reasonable for this project? The grant is not paying for unskilled labor?  
| Is there at least a 25% community contribution?  
<p>| This section SHOULD be filled in for costs that |</p>
<table>
<thead>
<tr>
<th>Need clarification or justification. For example, bringing a craftsperson to your village from a long distance...why is that necessary? Information about how prices for items were determined and how did the community determine prices to ensure accuracy?</th>
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<tbody>
<tr>
<td>Are numbers given for expected values of PCTZ Project Framework Indicators and do the numbers make sense? (Participants vs. Beneficiaries)</td>
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</tbody>
</table>
| Are the specific, required technical details for this grant included?  
  - Blueprints  
  - Lesson Plans  
  - Etc.  
  **There should always be technical details.** |
| Is the community statement in Swahili (may be handwritten) and clearly states how and why the community will support the project? |
PCVs Support Fund Form

Submit one copy of this cover page with information for all PCVs requiring reimbursement along with all PCVs Support Fund Forms for a single project.

**Project Title**

<table>
<thead>
<tr>
<th>No.</th>
<th>PCV Name</th>
<th>COS Date</th>
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Admin: All above PCVs require reimbursement for a grant funded project. Please see attached reimbursement forms and receipts for details.
Peace Corps Tanzania

PCVs Support Fund Form

Support Fund for PCV to Implement Grant Funded Project

Note: Prior approval is required for Peace Corps to reimburse PCV for costs incurred implementing the Grants Project. Please detail estimates for anticipated costs including travel, lodging and per diem. Once approved, PCV will use their MTA to pay expenses and submit receipts for reimbursement as official travel.

Date

Name of PCV ……………………………………………………………………………………
Date…………………………. Sector………………..
Project Title submitted for Grants

Source of Fund i.e. VAST/SPA/PCPP

Estimates of Amount of Money Requested in TSH

<table>
<thead>
<tr>
<th>Date</th>
<th>Travel Day Y/N</th>
<th>Description</th>
<th>Per Diem Meals &amp; Incidents</th>
<th>Travel</th>
<th>Lodging</th>
<th># Sharing</th>
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Travel Expenses Sub Total

Implementation Dates From ………………………………………………… To

Anticipated dates to close the project

Reasons/justifications for requesting money

APCD’s Recommendations

Name of APCD …………………………………………… Signature

Grants Coordinator Recommendations