

The Humanitarian Assistance Program (HA)

Purpose of the Humanitarian Assistance Program (HA)

The Embassy administers the Humanitarian Assistance Program (HA), which is designed to offer friendly nations and allies of the United States support, basic humanitarian aid, and services to their populations in need. Through this program, the U.S. Department of Defense (DOD) seeks to help avert humanitarian crises, promote democratic development and regional stability, build local capacity, and enable countries to begin to recover from conflicts. HA projects are selected and managed by the DOD, and awards may be granted to governmental agencies, as well as non-governmental organizations and community groups to support DOD's program objectives.

Eligible Projects

Projects eligible for the HA program fall into three major categories including, but not limited to:

- **Education:** construction/expansion of schools/orphanages, and provision of furniture and supplies
- **Health:** construction/expansion of health clinics, provision of disease surveillance systems, education, prevention and training, medical support/supplies
- **Basic Infrastructure:** water wells/boreholes, water sanitation, waste treatment, solid waste management systems

General Requirements

Documentation required depends upon the project type but the following information is routinely requested and should be submitted with your packet in order to be more competitive.

- Projects must benefit the Beninese civilian population.
- Activities that may be socially and politically controversial will be avoided.
- Projects should have a significant impact, benefiting the greatest number of people possible.
- Projects must be viable and sustainable in terms of finance, personnel support (i.e. teachers for schoolrooms; staff for health clinic) and necessary expertise and services.
- Projects must respect environmental norms and ensure that the proposed activity will not adversely affect protected or other sensitive environmental areas nor jeopardize threatened or endangered species and their habitat.
- HA construction must fall within the ability of the local community to maintain.
- **All projects** (e.g. construction of buildings, latrines, and wells, and donated equipment) **become the property of the state.**

Project Amounts

Projects should not exceed \$500,000. Most projects that are submitted, however, are well below the grant limit and accurate budget estimations are greatly appreciated.

Selection Process

The deadline for HA applications each year is December 15th. Applications received after December 15th will be kept for the next funding cycle. If your proposal is accepted *for consideration*, a representative from the Embassy will visit your project site to discuss your proposal with you and the organization and to verify the details represented in your proposal. **A visit to your project in no way guarantees that it will be funded.**

Please note that the U.S. Embassy in Benin serves as the coordinator between the project evaluation committee at the DOD and the potential grantees in Benin. Final funding decisions are made by the DOD and beneficiaries will be notified if their project is approved for funding.

Documentation required for HA proposal:

1. Route map for easy access to the site (well-marked, specify landmarks with distances in kilometers).
2. Concise budget with pro forma invoices.
3. Detailed technical description of the different parts of the work.
4. List of contact information and addresses of different companies in the community that can perform the work.
5. Schedule of project implementation.
6. Building design (if applicable).
7. Certificate of donation of land and formal agreement approved by all stakeholders (current landowner, mayor, prefect, and government agencies) granting consent for the land to be donated to the government.
8. Photos showing the location of the existing building (if applicable).
9. Risk management plan (list of external factors that may have a negative impact on the implementation of the project and the likely solutions considered).
10. Photocopy of identity card (ID) of the Project Manager.
11. Name and surname of the Prefect and a cover note from him/her approving the project.
12. Full Name of prefectural Director (health, education, social affair, etc.) and a cover note from him/her approving the project. The note should state that an agent will be delegated from the prefectural direction for technical control during the implementation of the project.
13. First, last name and contact of a Peace Corps volunteer of the locality (if applicable).
14. List of all project stakeholders, their specific tasks and phone numbers.
15. List of contacts within the local government (e.g. Ministry of Education, Ministry of Health) giving permission for the project implementation.
16. List of contacts at the Ministry of Planning and a cover note showing that the project is a priority for the community.
17. Plan of preventive maintenance.
18. Proof of financial availability of the local community to cover the costs of preventive maintenance.

Questions?

Assembling and submitting a HA proposal is a time-consuming and challenging process. We encourage interested parties to email, call, or visit the HA Coordinator, Cosme Quenum, for additional information. For in-person meetings, it is imperative that you make an appointment in advance via email or telephone; otherwise you will not be given access to the U.S. Embassy compound.

Email: CotonouGrants@state.gov

Telephone: 21 36 77 24 (available hours: Monday through Thursday, 8am – 12:30 and 1:30pm-5:30pm and Friday, 8am-1:30pm)

Website: <https://bj.usembassy.gov/education-culture/apply-grant-us-embassy-cotonou/funding-opportunities/>