



Request for Applications (RFA): CHRI Small Project Grants

PURPOSE: To assist victims of the conflict in Southern Cameroons by addressing one or more of the following areas of focus:

- **Advocacy towards a resolution of the conflict**
- **Relief for internally displaced persons**
- **Relief for refugees**

DUE DATES: March 1, June 1, September 1, and November 15

AWARD DATES: March 15, June 15, September 15, and December 1

BACKGROUND: The Cameroon Humanitarian Relief Initiative (CHRI) is a registered US 501-3c nonprofit organization whose goals are to bring emergency humanitarian relief to people affected by the ongoing conflict in the Southern Cameroons territory of Cameroon. We work to alleviate the suffering of a total of over 1 million directly affected (including refugees in neighboring Nigeria, internally displaced persons in Cameroon and political prisoners) and millions more indirectly affected by the economic and social impact. We also work to strongly advocate for a speedy resolution of the crisis to save lives and prevent the ongoing social and economic destruction. See [website](http://chrelief.org) (chrelief.org) for more info.

CHRI invites applications for small project grants that align with the mission of CHRI, to provide relief for internally displaced persons, refugees and/or advocacy work aimed at facilitating a peaceful resolution to the conflict in Southern Cameroon. CHRI will allocate up to \$10,000 yearly for this initiative.

DURATION OF IMPLEMENTATION: Ideally **1-2 months** (could be flexible for specific projects).

RANGE OF REQUESTED FUNDS per application: **Up to \$1,000 (500,000 FCFA)**

NUMBER OF AWARDS: Up to 2 per award period

START OF FUNDING: **Immediate access to funds** upon receiving award

ELIGIBILITY: Organizations preferably, or individuals with a proven track-record of implementation and accountability for similar type projects, are encouraged to apply. The proposed project needs to target one or all of the listed focus areas. Funds will only be used for direct project implementation costs (i.e., purchasing, travel, etc.) and not salary. Individual applicants are encouraged to supplement their projects with matching funds if available.

The information contained within the submitted application documents will be used to determine the eligibility of applicants and feasibility of proposed project.

APPLICATION INSTRUCTIONS: Submit the following components in one pdf file.

1. Cover Page – Include title of project, organization, project lead and title, website, phone number and email address. In addition, provide the names, titles, and affiliations of any collaborators.
2. Summary – Half page overview of the project that summarizes goal, target population, plans and impact.
3. Project Proposal – Up to 3 single-spaced pages, 12-point font, 0.5-inch margins. Address the following:
 - Significance: Briefly justify the need for and importance of the proposed project and target population or goal.
 - Innovation/Impact: Describe what makes the project special and how the project will make a difference in the lives of those affected or increase advocacy to resolve the conflict.
 - Approach: Summarize the plans, activities, and time frame to implement the project.
 - Track record: Describe the applicant’s current and past efforts and accountability that are relevant to this project. Describe any resources already available to complement the grant.
 - Collaborators: Briefly describe the expertise of any collaborators and how they will help achieve the goals of the project.
4. Budget and Justification– List amounts for any relevant budget categories. i.e., project materials and supplies; travel; other activities and services needed to complete the project. Justify the amounts requested for each category and explain what the funds will accomplish.
5. CV and other materials. Provide the CV of the project lead and any other information to support the track record of the organization.

APPLICATION SUBMISSION: Send the complete application package in one pdf file to the CHRI Coordinator by email: info@chrelief.org

FUNDS AVAILABLE: Each award applicant will receive up to \$1,000 US dollars, with 2 awards granted quarterly. Because the scope and nature of the proposed projects will vary from application to application, the size of the award may vary. These funds are meant to accomplish small, concise projects that aid one or all of the focus areas as listed above. Applicants should request only the budget that is reasonably needed to accomplish the stated goals.

REVIEW PROCEDURES: With coordination by CHRI, each application will be reviewed by CHRI team members and volunteers with relevant expertise. The evaluation of the proposals will follow a 1-5 scale for **overall score: track record and accountability, importance, innovation/ impact, plans, and potential for success**. Final award decisions shall be made by the CHRI Steering Committee.

