

## **Guidelines for the Presentation of Educational Projects in Africa Harambee Africa International – HAI**

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### **1. Objective**

HAI finances initiatives that seek to respond to a specific needs in the development and support of educational projects in Africa.

### **2. Characteristics of eligible applicants**

- A non-profit making organization with an office in the country where the project is carried out with the acknowledgment of the local authorities.
- Positive past experience in the education sector.
- Professional and technically competent local personnel.

### **3. Geographical area**

Africa

### **4. Characteristics of projects eligible for funding**

The following projects are given priority:

- Those directed to women and children residing in rural areas or other marginalized regions of the city and living in poverty.
- Those capable of positive exploitation of local resources.
- Those with a possibility of generating other development projects.

These sectors are considered a priority:

- Adult literacy programs.
- Formal and non-formal primary education.
- Vocational training.
- Formation of trainers.
- Integrated technical training.

### **5. Duration**

**Commencement:** within 30 days of receipt of the first installment of funds allocated to the project.

**Completion:** 12 months after commencement.

## 6. Funding

- Approved projects shall be entitled to a maximum of 90% funding of the total cost of the project; and, in any case, a maximum of € 40,000.
- First applicants shall be entitled to a maximum of €20.000.
- The applicant shall put in at least 10% of the total cost of the project in cash.

## 7. Costs

7.1 Costs directly related to educational activities have priority, e.g.

- Training costs *in loco*.
- Teaching material.
- Training staff.
- Equipment.
- Transport.

7.2 Other costs not directly related to educational activities are not allowable.

### **NB:**

- On approval of a project, Harambee reserves the right to exclude non-allowable expenses from the project budget/financial plan.
- Administrative should not exceed 5% of the total direct costs. (cfr. Table A: Financial plan).

## 8. Mode of application for funding

8.1 Applicants should submit their applications in the format set out in the 'Application form for funding' (cfr. attachment 1) through electronic mail to [info@harambee-africa.org](mailto:info@harambee-africa.org). Applicants shall receive an acknowledgement of receipt from HAI.

The complete application should be received by Harambe within 30<sup>th</sup> September of the year of application.

8.2 The application form may be completed in any of the following languages: English, French, Portuguese, Italian or Spanish.

**NB:** Incomplete applications, those not submitted within the established deadline, and those that do not fulfill the conditions for eligibility shall not be considered for funding.

## **9. Mode of awarding funds**

- 9.1 Selection and approval of projects will take place in the month of November. The list of approved projects will be posted on <http://www/harambee-africa.org>. The number of projects approved for funding will depend on the funds that Harambee Africa International has at its disposal.
- 9.2 On approval of a project, Harambee Africa International shall be disbursed as stipulated in the contract.

## **10. Mode of accounting**

- 10.1 Harambee shall transfer the funds and thereafter transmit the pertinent data to the organization.
- 10.2 Harambee shall provide the accounting format for the funds disbursed through the internet.
- 10.3 On expiry of the 12 month period established for the accomplishment of the project, the organization shall submit to HAI, Rome, the income and expenditure account (for the entire funding of the project, from HAI as well as the local organization) together with the descriptive report of the activities carried out during that period.
- 10.4 Harambee shall send the last installment of the approved funds on receipt of the expenditure account (100% of the budget ) plus the descriptive report
- 10.5 In the event of unforeseen circumstances having an effect on the running of the project, the organization is obliged to inform Harambee soonest possible.

### **Attachments:**

*Attachment I:* Application form for funding.

*Attachment II:* Procedure for the presentation of the income and expenditure account.

*Table A:* Financial plan (budget) and detailed cost analysis (in Microsoft Excel format).