

U.S. Department of Defense Humanitarian Assistance Project Proposals

Program Purpose

The U.S. Department of Defense (DoD) funds Humanitarian Assistance (HA) activities in order to help build the capacity of our partners to provide essential human services, enable our partners to avoid, manage, and recover from crises and disasters, and achieve U.S. DoD objectives while strengthening international relationships. All humanitarian projects are developed and accomplished in collaboration with the Partner Nation (PN) government. Projects include provision of basic equipment and supplies, medical and crisis management training, humanitarian construction, and services for civilian populations in need.

Projects fall into these major categories:

- **Disaster Preparation** Examples: Disaster preparedness planning, training, construction, and equipping of emergency response centers, shelters, and warehouses.
- **Education** Examples: Construction or expansion of public primary or secondary schools and provision of school furniture and educational supplies.
- **Health** Examples: Construction or expansion of health clinics, provision of disease surveillance systems, education, prevention, and training, medical support/supplies.
- **Basic Infrastructure** Examples: Construction or repair of water wells/boreholes, water sanitation, repair of waste treatment and management systems.

General Project Requirements

- Projects must benefit the civilian population.
- Projects should have a significant or meaningful human impact.
- All completed projects (construction of buildings, infrastructure, and donated equipment) become the property of the PN.
- Projects must be sustainable with PN personnel (e.g. teachers for schoolrooms, staff for health clinics, and necessary expertise and services).
- Construction projects on government owned land must be support and maintained by the local community and government authorities.
- Projects must not be socially or politically controversial.
- U.S. Government assistance must not be subjected to any taxation or customs duties.

Project Proposals

If your proposal is accepted for consideration, a U.S. DoD member or representative will contact you to verify the details. A visit to your project site does not guarantee that it will be funded. Proposals that are accepted by the U.S. DoD HA Program Coordinator will be

Figure C12.F3. U.S. Department of Defense Humanitarian Assistance Project Proposals

submitted to the DoD for funding consideration and you will be notified if the DoD is able to proceed with the proposal. The process for submittal, review, approval, and funding may take up to three years.

Documentation to Include in Your Proposal

The following documentation should be submitted to support your proposal:

1. Your contact information and organization
2. Description of the project objective with an explanation of what problem you are trying to address
3. Detailed technical description of the different parts of the proposed work or activity
4. Cost estimate breakdown
5. Route map to the project site, well-marked, which specifies landmarks and distances
6. Risk management plan (a list of external factors that may have a negative impact on the implementation of the project and the solutions considered)
7. Name and surname of the government ministry authority (health, education, social affairs, etc.), and a cover note from this person approving the project; The note should state that the project is a priority for the community and appoint an agent to serve as technical advisor during the implementation of the project
8. List of all project stakeholders, with their specific tasks and phone numbers
9. If the proposal is training, the number of persons to be trained, listing their organization
10. If the proposal is construction or equipment, list of contact information and addresses of several companies in the community that are capable of providing the material or performing the work
11. Plan of preventative maintenance (for the building or equipment)
12. Proof of financial commitment to cover the costs of preventative maintenance (for the building or equipment)
13. Certificate of government land ownership, OR donation of land and formal agreement approved by all stakeholders (current landowner, mayor, and government authorities) granting consent for the land to be donated to the government (for construction, repair, or renovation) (for construction or renovation)
14. Building design (for construction or renovation)
15. Photos showing the existing building or project site (for construction or renovation)

E-mail: _____

Telephone: _____