

# Digicel 5K

## RUN FOR SPECIAL NEEDS

### 2020 BENEFICIARY GRANT

#### Section 1: Submission Criteria

1. Eligible applications must be submitted by September 30, 2020, 11:59 pm(EST) via email to [dfapplications@digicelgroup.com](mailto:dfapplications@digicelgroup.com) or delivered to the Digicel Headquarters at 14 Ocean Boulevard, addressed to Special Needs Coordinator, Digicel Foundation.
2. Eligible applicants must be registered with the Company's Office of Jamaica, or directly sponsored by a government funded entity such as the SDC, RADA or a Ministry of Government.
3. All applications must directly impact or assist the special needs community. If the applicant is not a registered special needs organisation, the application should clearly demonstrate which community of persons with special needs or type of disabilities will be targeted and how impact will be created.
4. Eligible applications must demonstrate that the proposed project is implementable between November 2020 and January 2021.
5. Applications must indicate how the project will be sustainable throughout the COVID-19 pandemic and beyond.
6. Proposed projects must incorporate technology.
7. Applications must come accompanied with a budget. Administrative expenses must not exceed 25% of the budget.
8. Applications MUST NOT exceed the expected fundraising value of JM\$1,500,000.

#### SECTION 2: DETAILS OF APPLICANTS

<b>Project Title/Name:</b>
<b>Organisation Name &amp; Address:</b>
<b>Type of Applicant:</b> <input type="checkbox"/> Educational Organisation <input type="checkbox"/> Support Services <input type="checkbox"/> Governmental Organisation <input type="checkbox"/> Community Based Organisation <input type="checkbox"/> Other (Please specify)
<b>Date of Registration/Incorporation:</b>
<b>Name of Project Manager:</b> <b>Contact number (s):</b> <b>Email:</b>
<b>Amount Being Requested (J\$):</b>

#### SECTION 3: PROJECT INFORMATION

**Background of Organisation** (number of persons served, what is the organization known for; primary area/community served, percentage of youths in the community served and what they are involved in, community involvement in the project) (50 words or less)

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**Description of Project** (Give a short description/summary of your project. Include the type of project, location where the project will be executed, duration in months, and what you hope to achieve). (100 words or less) – **Mandatory**

**Belief Statement: Why should this project be selected** (List no more than five key objectives of the project showing how it will address the needs of the Special Needs community and the impact expected) – **Mandatory**

**Beneficiaries** (Please state the number/type of persons who will benefit directly/indirectly within the next one to three years) – **Mandatory**

Directly (no. of persons impacted)

Who are they

Indirectly (no. of persons impacted)

Who are they

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#### Partnership and Sustainability Assessment – Mandatory

Briefly state how will this project be sustained for the future (i.e. one to three years)

#### PROJECT FINANCING

**Budget – Mandatory**

#### AUTHORISATION

\_\_\_\_\_  
Name (Organisation Representative)

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Name (Organisation Representative)

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Justice of the Peace

\_\_\_\_\_  
Signature & Date

#### Section 4: Mandatory Insurance Coverage of Building

The Grantee agrees and shall obtain the requisite **Comprehensive Insurance Coverage** for the newly renovated and/or new building erected by the Digicel Foundation. The Grantee undertakes that it is their responsibility to obtain the requisite insurance and as such

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shall ensure that upon completion of the Project the said Insurance shall be in place with a reputable Insurance Broker. The Grantee shall no later than seven (7) days after completion provide the Digicel Foundation with a copy of the Insurance obtained.

#### Section 5: Supporting Documentation Checklist

The Checklist and supporting documentation must be submitted with the completed Application Form to avoid delays in processing: PLEASE REFER TO GUIDELINES IN ORDER TO ENSURE YOUR DOCUMENT MEETS OUR REQUIREMENTS.

(Kindly tick the appropriate boxes to indicate the documents included with your application)

- Project budgets (*As detailed as possible*)
- Cash Flow projection for project expenditure
- Two (2) professional cost estimates for the full project (*must include all items on the budget*)
- Quotation for equipment and furniture (if applicable)
- Photographs of project site
- Last three months bank records or statement of the organization or two (2) years of audited financial statements
- Endorsement Letters
- Approved plans/drawings (where applicable)

Where applicable:

*Proof of land ownership:*

- Copy of land/building title
- Copy of lease agreement

*Letter granting permission for the approved drawings/to build/expand from:*

- Ministry of Education Building Office
- Parish Council
- Land Owner
- Proof of Compliance with Early Childhood Commission, if applicable

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Additional information **may** be requested by the Digicel Foundation such as:

- Business plan
- Strategic plan
- Brochures/pamphlets
- Endorsement Letter(s)
- Further details and documentation related to government/donor funding

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