

SECTION 1: DETAILS OF APPLICANTS

Project Title/Name:			
Organisation Name & Address:			
Type of Applicant: <input type="checkbox"/> Non-Governmental Organisation <input type="checkbox"/> Farmers Association <input type="checkbox"/> Community Based Organisation <input type="checkbox"/> Faith Based <input type="checkbox"/> Youth Group <input type="checkbox"/> Other (Please specify) _____			
Date of Registration/Incorporation:			
List of Executives/Leadership of the Organisation:			
Name(First name & Surname)	Position in Organisation	Time in Position	Contact Number & Email
Name of Project Manager:			
Contact number (s):			
Email:			
Amount Being Requested (J\$): <i>(\$2,000,000) Maximum</i>			

SECTION 2: PROJECT INFORMATION

Background of Community (number of persons, what is the community known for/ main occupation of the residents, percentage of youths in the area and what they are involved in, community involvement in the project) (50 words or less)

Description of Project (Give a short description/summary of your project. Include the type of project, venue and 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 community's needs 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	

Partnership and Sustainability Assessment – Mandatory

How will the organisation partner with other entities before, during and after the project?

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

PROJECT FINANCING

Budget – Mandatory

Please outline how will the funds be used, indicating the activity and associated costs below, (insert lines as necessary)

Applicant and 3rd Party Contribution (J\$):

Expenditure Activity	Amount in J\$
Total	

AUTHORISATION

Name (Organisation Representative)

Signature & Date

Name (Organisation Representative)

Signature & Date

Justice of the Peace

Signature & Date

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

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

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