



DIGICEL FOUNDATION GRANTS PROGRAMME

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"/> 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:			



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Amount Being Requested (J\$):

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**



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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?

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



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AUTHORISATION

Name (Organisation Representative)

Signature & Date

Name (Organisation Representative)

Signature & Date

Justice of the Peace

Signature & Date



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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's such as:

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