



## Funding Guidelines for 15<sup>th</sup> Anniversary Grant

### **PLEASE READ THE BELOW FUNDING GUIDELINES BEFORE PROCEEDING TO COMPLETE THE APPLICATION FORM**

#### **INTRODUCTION**

The Digicel Foundation has been in operation since 2004. Since then, we have funded many projects that empower the communities in which we operate.

The main areas funded by the Foundation include Special Needs, Innovation in Education and Community Development.

#### **SUBMITTING A PROPOSAL**

##### **SOURCING AN APPLICATION FORM**

Your application should be completed using the application form provided on the website or on a form provided in one of our Digicel Retail Outlets island wide. If you do not have this template, please contact:

##### **Digicel Foundation**

14 Ocean Boulevard, Kingston

Telephone (876) 619-5179 or (876) 619-5040

Website: [www.digiceljamaicafoundation.org](http://www.digiceljamaicafoundation.org)

Email: [dfapplications@digicelgroup.com](mailto:dfapplications@digicelgroup.com)

At your own discretion, you may also include a full presentation or project information pack as an appendix to this application. Please note that all taxes, duties, levies and charges imposed in connection with the grant will be borne by the applying organization and applicants are urged to seek their own professional advice.



## Funding Guidelines for 15<sup>th</sup> Anniversary Grant

### **ABOUT THE APPLICATION PROCESS**

You are invited to submit a completed Application Form to the Digicel Foundation for further appraisal of your project by the Digicel Foundation Project Approvals Committee. The Digicel Foundation Project Approvals Committee will carefully evaluate your application and decide on whether or not to make recommendations for your application to go to the Digicel Foundation Board for a final decision to be made.

It is important to remember that the Project Approvals Committee has the final decision with regards to making recommendation for approval of projects. The Committee members include a cross-section of the Foundation's Board of Directors who are drawn from Digicel's employee pool, as well as the Foundation's Community Development Programme Team.

The panel members will assess your application in relation to :-

- The proposed project's commercial viability and sustainability;
- The appropriateness of Digicel Foundation Fund support and;
- The tangible benefits of the project in relation to the objectives of the Foundation.

The Committee may ask for a revised application if there are any issues that require further clarification before making the final decision on a grant. The assessment process will be rigorous but fair; each application will be assessed on its own merits.

### **SPECIAL AREAS OF FOCUS**

For the fiscal year 2018/2019, the Foundation will consider proposals that fall in one of these focus areas and fit within these general descriptions:



## Funding Guidelines for 15<sup>th</sup> Anniversary Grant

- **Persons with Special Needs:** Proposals that improve the quality of life of community groups with special needs by providing access and inclusion, and increasing the awareness around special needs issues.
- **Environmental & Waste Management:** Proposals that seek to protect the environment by reducing or preventing environmental degradation and the destruction of eco-systems. We will also consider those that facilitate the implementation of proper garbage disposal methods to aid in the reduction of pollution and improve the quality of life for communities.
- **Social entrepreneurship:** Proposals that encourage community self-reliance and empowerment through the implementation of sustainable projects that build life skills or generate income for community members.
- **Education:** Proposals that incorporate the use of technology in education to provide training on skillsets that better prepare students for existing and newly emerging workforce requirements.
- **Agriculture:** Proposals that promote the development of technology in agriculture and sustainable farming methods, for the purpose of securing income earning potentials and improving the quality of lives of farming communities.

Organizations that are eligible to apply for Community Development Grants are: -

- Academic Institutions
- Community Based Organizations
- Police Youth Clubs
- Youth Groups
- Farmers' Associations
- Churches



## Funding Guidelines for 15<sup>th</sup> Anniversary Grant

We invite you to submit your project for consideration, by filling out an application form. Kindly use the guidelines detailed below, to assist with such.

### Section 1: Details of Applicant

This section requires information on the applying organization or group. If 'Other' is selected, kindly specify the type or institution. Please take care to complete all sections and to provide up to date contact details for key persons.

### Section 2: Project Information

1. **Background of Community/Group:**

In as few words as possible, provide details on the group or community for which the project will be implemented and the main occupation of the persons being represented. Any written format is acceptable including paragraphs and/or bullet points.

2. **Description of Project:**



## Funding Guidelines for 15<sup>th</sup> Anniversary Grant

Please provide details, on a separate sheet if necessary, related to the specific activities to be undertaken for the project objectives to be achieved. Include outputs expected as well as indicators which are measurable ways of assessing achievements. The outcome/impact should be directly related to the project objective(s).

3. **Belief Statement:**

Please describe the benefit of the project to the group being represented. List no more than 5 key objectives of the project. These indicators must be measurable during and after the project is completed. Define measurable targets for each objective and the expected date for achieving these targets.

4. **Beneficiaries:**

Please state the number of and a description of persons who will benefit directly/indirectly within the next 1-3 years.

5. **Sustainability:**

Describe the actions your organization will be taking to continue/sustain the project after the Digicel Foundation's funding has ended. If the project results in increased salaries, equipment or building maintenance costs once completed, please provide an expected operating budget as it pertains specifically to the project and describe how this budget will be met on an ongoing basis. This is a requirement for all applicants especially infrastructural or equipment based projects. Examples of this would be improvements to Basic Schools which will now require increased insurance, appliance maintenance and building maintenance costs. Where possible, please provide a current Income and Expenditure statement/summary of monthly activities as well as the last 3 months bank accounts. **If entrepreneurial, provide a business plan and expected cash flow for up to 5 years.**

### Section 3: Project Financing



## Funding Guidelines for 15<sup>th</sup> Anniversary Grant

In this section please outline the project financing as requested. Please ensure that for all applications taxes, duties, service fees and levies are included. In addition to this summary, please also attach a minimum of 2 full cost estimates from suppliers. It should be noted that where project costs are an amalgamation of several suppliers that it is expected that the applicant will show a complete costing outline using the information provided. At least 2 complete estimates are required. **We encourage applicants to submit as detailed a project budget as possible with your Application Form.**

### Section 4: Authorization

Corporate Confirmation: Your organization must confirm a number of key points relating to the application. The signatories to this application must therefore be senior executives of the applying organization.

### Section 5: Attachments

Enclose the following documents which can either be sent by email or to the address above.

- 1) A minimum of 2 professional cost estimates for the full project which is inclusive of all items on the budget. Please note that where several suppliers are required to create a complete estimate, the project assessment team will expect that the estimates will be amalgamated so that the team can easily identify the full project cost and its component costs. Please also attach a summary sheet comparing the totals of each estimate advising which estimate you will be using.
- 2) Endorsement Letters
- 3) Cash flow projection for the project expenditure
- 4) 3 most recent financial records
- 5) Photographs of site/room



## Funding Guidelines for 15<sup>th</sup> Anniversary Grant

- 6) Business Plan (if applicable)
- 7) For infrastructural projects please also include
  - Copy of lease agreements where applicable for 49 years or more
  - Copy land/building title
  - Engineering plans
  - Letter giving permission to build
  - Letter granting permission for approved drawings from MoE and Parish Council

### **Below are the types of projects that are not allowed within the mandate of the Digicel Foundation: -**

1. Individuals seeking assistance for personal reasons, this includes scholarships.
2. Sectarian or religious organizations whose services are limited to members of one religious group.
3. Religious programmes.
4. Endowment funds, development campaigns, or funds directed towards deficit reduction or operating reserves.
5. Fundraising events or sponsorships (walk/run, golf tournaments, sports teams, tickets, tables, benefits, raffles, souvenir programmes, advertising, fundraising dinners, etc.).
6. Trips, conferences, seminars, festivals, one day events (unless they are a part of an approved programme activity).
7. Documentaries, videos or research projects/programmes, unless this can be shown to align with the Foundation's funding objectives and criteria directly.
8. Trust Funds.



## Funding Guidelines for 15<sup>th</sup> Anniversary Grant

9. Organizations that channel the funds received to third parties.
10. Organizations formed to combat specific diseases &/or conduct medical research, health-related.