Digicel Foundation

Funding Guidelines for Completion of Digicel Foundation Project Application Form

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

INTRODUCTION

The Digicel Trinidad and Tobago Foundation was established in 2012. Since then, we have funded projects that empower the communities in which we operate and improve opportunities for persons with disabilities, thus completing 515 projects with an investment of US$5.74 million (TT$38.7 million) impacting over 180,000 beneficiaries across Trinidad and Tobago.

GOVERNANCE STRUCTURE

The Digicel Foundation has an operational team led by an appointed CEO. The CEO sits on and reports directly to a Board of Directors and to the Global Digicel Foundation Chair, Maria Mulcahy. The Board of Directors comprises employees of the Digicel Trinidad and Tobago.

Projects that meet the criteria for funding are shortlisted for funding. Shortlisted applications are submitted to the Board on the recommendation of the CEO and the operational team. Shortlisted applicants are invited to present their project proposal to the Board of Directors. The Board of Directors has the final say on project approvals.

There are three other Digicel Foundations; Jamaica, Haiti and Papua New Guinea. Each Foundation has its own special area of focus.

SPECIAL AREAS OF FOCUS

The focal areas funded by the Digicel TT Foundation include: Special Needs, Community Development and Digital Innovation.

- **SPECIAL NEEDS:** Through strategic partnerships, we are committed to initiatives that improve opportunities for Persons with Disabilities (PWDs). Our interventions include; of the upgrade or enhancement of facilities serving PWDs, increasing the awareness around social issues that affect PWDs, supporting Organisations for People with Disabilities (OPDs) in endeavours that seek to empower, motivate and assist the community of PWDs to thrive and participate in their civil right.
- **COMMUNITY DEVELOPMENT**: Through partnerships and engagement we encourage community self-reliance and empowerment through the implementation of sustainable projects that transform community spaces and encourage holistic development and livelihoods.
- **DIGITAL INNOVATION:** Through new technology, we are committed to projects that innovate, challenge and empower digital citizens by increasing access to the digital world for beneficiaries.

If your project will aid us in meeting the objectives specified above, we invite you to submit your project for consideration, by filling out an application form or submitting a proposal. Kindly use the guidelines detailed below, to assist with such.

SUBMITTING A PROJECT APPLICATION

Your application should be completed using the application form provided on the website.. This can be submitted in hand to one of our Digicel flagship stores or e-mailed to digicelfoundationtt@digicelgroup.com. You can follow our social media pages @digicelfoundationtt for our annual 'Calls for Applications'. If you do not have this template please contact:

Digicel Foundation
11C ANSA Centre
Maraval Rd. Port-of-Spain
Telephone (868) 399-9998
Website: www.digicelfoundation.org
Email: digicelfoundationtt@digicelgroup.com

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

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.. If successful, your application will be submitted to the Digicel Foundation Board for final approval.. Please note that the Digicel Foundation Board grants final approvals for projects. The Digicel Foundation Board Members comprise employees of Digicel Trinidad & Tobago.

The criteria for assessment are as follows:

- The organisation has demonstrated that it has undertaken other initiatives for the benefit of their Community
- The organisation possesses and/or has a functional governance/management structure in place
- The organisation has provided adequate supporting documentation
- The organisation or community can sustain the project post funding.
- The project is an Enterprise or has potential to develop into an income generator for community/group
- The project is providing social services and/or goods and opportunities to target populations in need
- The project aligns with the focus areas and Foundation's core strategies
- The beneficiary impact outweighs the project implementation risk
- The project displays innovation in its field of focus
- The project budget realistically reflects the scope of the project and represents items eligible for funding under grant

A revised application may be requested before final decisions are made.

SPECIAL AREAS OF FOCUS

Special Needs
The Foundation would like to receive grant applications or proposals that focus on improving opportunities for persons with disabilities. These initiatives are usually done in collaboration with Organisations that serve People with Disabilities (OPDs) and can be part of a wider programme.

Themes
- Therapy based Education
- Sport for Development
- Advocacy
- Disaster Preparedness
- Facility upgrades (including. other types of social development initiatives)

Community Development
The Foundation would like to receive grant applications or proposals that focus on community-based initiatives. These developmental initiatives must be done in collaboration with other registered Non-Profit Organisations (NPOs). Publics sector and School-based organisations are also welcomed to apply but are encouraged to partner with a community-based group depending on the initiative. Community enterprises that generate an income must show financial projections that demonstrate revenue over a 2-3 year period and have clear plans on profits will be distributed.

Themes
- Physical infrastructure
- Economic Development
- Agricultural

Digital Innovation
The Foundation would like to receive grant applications or proposals that focus on digital innovation. These initiatives should incorporate the use or development of new technology and should be done in collaboration with experts in the field of focus. Within this category, applicants are encouraged to consider including persons with disabilities and other marginalised or vulnerable beneficiaries, for example the elderly, women and migrants..

Themes
- Digital Citizenship
- Technology innovation
- Accessibility

A key component of these applications will be sustainability and community impact.
For a list of project types not supported, please refer to the final page of this document.

Section 1: Details of Applicant

This section requires information on the applying organisation or group. Please take care to complete all sections including the section on how you heard about the Foundation and provide up to date contact details for key persons. As a Foundation we prefer to partner with registered Non-Profit Organisations, so please also attach documents to support your registration status.

Section 2: Project Information

1. **Project Details:**
   - Project Name- try to reflect the essence of the project in as few words as possible, this name is also used by default on the project sign or project plaque should your project be approved.
   - Project Timeline- please insert the expected start and end date of the project. *NB: The maximum period for most projects will be indicated by the 'Call for Applications'*
   - Project Address-Where is the project to be located.
   - Project Manager- Name the individual who will have the responsibility for the project. Groups are encouraged to assign support managers as well, in the event that the project manager is unavailable.
   - Project Theme- Please consider one of the themes as defined above.

2. **Project Description:**

In as few words as possible, please describe the main purpose and components of this project. Any written format is acceptable including paragraphs and/or bullet points. In this section, include impact, state why the project is important to the community and indicate any market research and or partnerships.

3. **Project Objectives:**
List three to five key objectives of the project. These indicators must be measurable during and after the project execution. Define measurable targets for each objective and the expected date for achieving these targets.

4. **Target Audience: (Mandatory)**
Please state the number of persons who will benefit directly and indirectly within the next 1-3 years.

5. **Project Challenges/Risks**
Clearly identify any potential risks that may delay or derail project implementation. Please describe any projects the applicant has attempted in the past, listing the start dates and source of funds and/or donor agencies. Please also include objective and levels of success to date.

6. **Applicant's Contribution:**
Community building is more sustainable through collaborations. As such, we encourage all partners to contribute in cash or kind toward project expenses.

7. **Sustainability:**
After the project is completed and the Digicel Foundation funding is exhausted, please state how the project or initiative will continue or be maintained. Who are some of the other partners, will the project generate an income for the community? How will future costs be covered?

Section 3: Project Financing

In this section please outline the project financing as requested. Please ensure that for all applications the 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 for costs over US$1,000 (TT$6,750). Please also attach a summary sheet or quotation analysis document, comparing the totals of each estimate advising which estimate you will be using. We encourage applicants to submit as detailed a project budget as possible with your Application Form.

Section 4: Authorization

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

Section 5: Attachments

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

- Endorsement Letters
- Cash flow projection for the project expenditure
- Photographs of site/room
- For infrastructural projects please also include:
  i.   Copy of lease agreements where applicable for 49 years or more
  ii. Copy of land/building title
  iii. Engineering plans
  iv. Letter giving permission to build
  v.   Letter granting permission for approved drawings from relevant Government authority

Below are the types of projects that are not allowed within the mandate of the Digicel Foundation.
1. **Individuals seeking assistance for personal reasons (for profit business ventures, medical sponsorship**
2. **'Go Fund Me' pages**
3. **Organisations and programmes designed to influence legislation or elected officials to public office.**
4. **Sectarian or religious organisations whose services are limited to members of one religious group.**
5. **Religious programmes.**
6. **Endowment funds, development campaigns, or funds directed towards deficit reduction or operating reserves.**
7. **Fundraising events or sponsorships (walk/run, golf tournaments, sports teams, tickets, tables, benefits, raffles, souvenir programmes, advertising, fundraising dinners, etc.).**
8. **Trips, conferences, seminars, festivals, one day events (unless they are a part of an approved programme activity.**
9. **Documentaries, videos or research projects/programmes.**
10. **Private Foundations and or Trust Funds.**
11. **Organisations that channel the funds received to third parties.**
12. **Organisations formed to combat specific diseases &/or conduct medical research, health-related.**