

Digicel Foundation

Funding Guidelines for Completion of Application Form

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

INTRODUCTION

The Digicel T&T Foundation has been in operation since 2012. Since our inception we have funded projects that impact vulnerable communities and empower persons with special needs. In the past 5 years we have invested over US\$3 million in 317 projects impacting over 88,000 persons throughout Trinidad and Tobago.

FOCAL AREAS

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

- **SPECIAL NEEDS:** Increasing the quality and quantity of facilities serving the special needs communities, increasing the awareness around special needs issues, promoting inclusion and empowering persons with special needs through therapy, sport and education.
- **COMMUNITY DEVELOPMENT:** Encouraging community self-reliance and empowerment through the implementation of sustainable projects that build life skills or generate income for community members.

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. Kindly use the guidelines detailed below, to assist with such.

SOURCING AN APPLICATION FORM

Your application should be completed using the application form provided on the page. This can be submitted in hand to one of our flagship stores or e-mailed to digicelfoundationtt@digicelgroup.com. 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

INTRODUCTION SUBMITTING A PROJECT

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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.

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 a final approval. Please note that the Digicel Foundation Board grants final approvals for projects. The Digicel Foundation Board Members comprise employees of Digicel.

The criteria for assessment are as follows:

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

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

We welcome all projects that fall within the themes listed below that broadly meet the objectives stated above.

SPECIAL AREAS OF FOCUS

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Theme 1: Community Based Entrepreneurial Enterprise

1. The Foundation would like to receive grant applications that focus on community-based entrepreneurial activities that create employment for others, teach a trade/skill for beneficiaries AND can demonstrate income generation within 2-3 years.

Youth and Community Entrepreneurship with a focus on:

Small scale entrepreneurship projects in agriculture, agro-processing, technology, innovation, inner-city/urban improvement, environment management. Development of innovative technology solutions for addressing a community or national issue.

COMMUNITY DEVELOPMENT AREAS OF FOCUS

Community Development with a focus on:

1. Sustainability projects – emphasis on those projects that need assistance in becoming sustainable.
2. Short term projects that develop or enhance community spaces.

Special Projects (All projects not falling under the above categories)

1. The Foundation would like to receive projects that broadly seek to achieve the above stated objectives that do not fall within the previous themes. (If selected for further consideration, these projects will have to make a presentation to the Board of the Foundation).

2. 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

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This section requires information on the applying organization or group. Please take care to complete all sections and to provide up to date contact details for key persons as well as complete the section on how you heard about the Foundation.

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 Time Line- please insert the expected start and end date of the project. *NB: The maximum period for most projects is 12 months (unless otherwise stipulated)*
- Project Address-Where is the project to be located.
- Project Manager- Name the individual who will have the responsibility for the project.
- Project Theme- Please tick one of the themes as defined above.

2. Describe how the project will address community needs:

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.

3. Project Objectives:

List no more than 5 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. Previous Experience:

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. Sustainability:

If the project results in increased salaries, equipment or building maintenance costs once completed, please provide and expected operating budget as it pertains specifically to the project and describe how

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This budget will be met on an on-going 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 5 years.

Section 3: Project Financing

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.

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.

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1. Endorsement Letters
2. Cash flow projection for the project expenditure
3. 3 most recent financial records
4. Photographs of site/room

For infrastructural projects please also include:

1. Copy of lease agreements where applicable for 49 years or more
2. Copy land/building title
3. Engineering plans
4. Letter giving permission to build
5. 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.
2. Organizations and programmes designed to influence legislation or elected officials to public office.
3. Sectarian or religious organizations whose services are limited to members of one religious group.
4. Religious programmes.
5. Endowment funds, development campaigns, or funds directed towards deficit reduction or operating reserves.
6. Fundraising events or sponsorships (walk/run, golf tournaments, sports teams, tickets, tables, benefits, raffles, souvenir programmes, advertising, fundraising dinners, etc.).
7. Trips, conferences, seminars, festivals, one day events (unless they are a part of an approved programme activity).
8. Documentaries, videos or research projects/programmes.
9. Private Foundations.
10. Trust Funds.
11. Organizations that channel the funds received to third parties.
12. Organizations formed to combat specific diseases &/or conduct medical research, health-related.