



## Digicel PNG Foundation Funding Application Form

Your application for funding will be evaluated according to the information you provide on this form. Please use extra sheets if necessary. Please pay particular attention to the supporting documentation, listed on the final page, which must be submitted with your application. Incomplete forms cannot be considered.

### A. General Information

A1. Organisation Name \_\_\_\_\_

A2. Please tick which category best describes your organisation

- School/Educational institution
- Non-Governmental Organization
- Other (please describe)
- Charity
- Community Association

A3. When was your organisation set up? \_\_\_\_\_

A4. What is your organisation’s address ? \_\_\_\_\_

A5. Please provide contact details for two Directors of the organisation :

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### B. Project Information

B1. Please tell us about the community needs that your project will address : \_\_\_\_\_

\_\_\_\_\_

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B2. Please describe the purpose of the project : \_\_\_\_\_

B3. Who will be the Project Manager and what is his/her contact information?

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

B4. What is the approximate number of persons who live in the community? \_\_\_\_\_

B5. What is the approximate number of persons who will directly benefit from this project? Who are they?

B6. What is the total funding sum requested (K): \_\_\_\_\_

B7. Which of the following will the community provide to support the project:

- |  |  |
|--|--|
| <input type="checkbox"/> Free labour                   | <input type="checkbox"/> Security and storage of material and worksite |
| <input type="checkbox"/> Cost of utilities             | <input type="checkbox"/> Fundraising                                   |
| <input type="checkbox"/> Accommodation where necessary | <input type="checkbox"/> Equipment, fittings, furniture                |
| <input type="checkbox"/> Meals for workers             | <input type="checkbox"/> Other _____                                   |

B8. What are the skills that exist within the organization and/or community:

- |  |   |
|--|---|
| <input type="checkbox"/> Carpenter     | <input type="checkbox"/> Contractor               |
| <input type="checkbox"/> Mason         | <input type="checkbox"/> Book keeper / Accountant |
| <input type="checkbox"/> Painter       | <input type="checkbox"/> Farmer                   |
| <input type="checkbox"/> Plumber       | <input type="checkbox"/> Dress maker              |
| <input type="checkbox"/> Cabinet maker | <input type="checkbox"/> Baker                    |
| <input type="checkbox"/> Teacher       | <input type="checkbox"/> Other _____              |

B9. Describe previous projects undertaken by the organization. Include the date, the costs, a brief description and the level of success of the project (1 = very successful, 2 = successful, 3 = not so successful, 4 = unsuccessful)

Project	Date	Cost (K)	Description	Success level (1-4)

B10. What is the total amount coming from other sources for this project or program? If any please indicate sources and amounts and a brief description what the funding has or will be used for.

Donor Name	Date	Amount (K)	Description

B11. If your organization previously received any grants or assistance from any organization, including the Digicel Foundation, please give the details.

Donor Name	Date	Amount (K)	Description

B12. How would your organization and/or the community plan to maintain the project for the long term interests of the community?

- Staffing
- Fundraising
- General maintenance
- Other \_\_\_\_\_

B13. Does your organization have a project budget plan? If so please attach.

Yes (please find attached)

No

### C. Project Selection Criteria

C1. Are there any current land disputes on land that will be used for the project?

Yes

No

Don't know

C2. Have there been any tribal fights over the past year that may disrupt the project?

Yes

No

Don't know

C3. Has there been significant donor or elected member assistance in the past five years for the project?

Yes

No

Don't know

C4. Is your project a school related funding project? If "Yes" please complete questions C5 - C17 and if "No" please complete questions C18 – C28.

Yes

No

Don't know

***NB : This section (questions C5 – C17) is for School funding projects applications only***

C5. Is there a School Board of Management (BOM)?

Yes

No

Don't know

C6. How many BOM meetings were held in the past year? \_\_\_\_\_

C7. Has a school budget been prepared?

Yes

No

Don't know

C8. Has a school development plan been prepared?

Yes

No

Don't know

C9. Are the infrastructure and school grounds well maintained?

Yes

No

Don't know

C10. How many parent and community meetings were held in the past year? \_\_\_\_\_

C11. How many community projects have been completed in the school over the past three years? \_\_\_\_\_

C12. How many community fundraising projects have there been over the past year? \_\_\_\_\_

C13. Does the community assist the school with activities free of charge (eg transport, maintenance etc )

- Yes       No       Don't know

C14. In what area is the school located?

- very remote – accessible only by air  
 remote – only accessible by water or walk longer than one hour  
 rural – more than 30 minutes walking to shopping area  
 urban – within 30 minutes walking to shopping area

C15. What percentage of the parents have wage earning jobs? (i.e. jobs in formal sector such as mining, government service, construction etc).

- < 10 %  
 < 30 %  
 < 50%  
 < 80 %

C16. What is the size of the school?

- Large > 300 students  
 Medium 80-300 students  
 Small <80 students

C17. Are there any bush material classrooms?

If yes how many? \_\_\_\_\_

- Yes       No       Don't know

**NB : This section (questions C18 – C28) is for all other project funding applications**

C18. Is there a registered recognized organization or are there community leaders in charge of / managing the proposed project?

- Yes       No       Don't know

C19. Is the community involved in the project?

Yes       No       Don't know

C20. Has a project budget been prepared?

Yes       No       Don't know

C21. Has a project development plan been prepared?

Yes       No       Don't know

C22. Is the community aware of this project proposal and does the majority support it?

Yes       No       Don't know

C23. Have meetings been held to inform and involve the community about the project?

Yes       No       Don't know

C24. Will the community contribute with 'free' services (i.e. accommodation for labourers, food, use of transport for materials etc)

Yes       No       Don't know

C25. Has the community been involved in community based projects over the past three years?

Yes       No       Don't know

C26. In what area is the project located?

- very remote – accessible only by air
- remote – only accessible by water or walk longer than one hour
- rural – more than 30 minutes walking to shopping area
- urban – within 30 minutes walking to shopping area

C27. What percentage of the community, impacted by the project, have a wage earning job?

- < 10 %
- < 30 %
- < 50 %
- < 80 %

C28. How many people will be impacted by the project?

- Large > 1,000
- Medium 100 - 1,000
- Small < 100

## D. Confirmation and Documentation

D1. Please ensure that you have included the following supporting documents :

- Detailed project budget
- Two (2) professional cost estimates of project
- Photographs of the project site
- The last three months' bank records / statements of the organization
- Copy of land title (for construction projects)
- Letter giving permission to build (for construction projects)
- Letter granting permission for the approved drawings (for construction projects) ie from Ministry of Education for school building and for all buildings (in urban area) building board approval is needed

D2. Please provide signatures of at least two members of the executive

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Please submit to the Digicel Foundation by post or email:

Digicel Foundation  
Kennedy Road, Gordons  
PO Box 1618  
Port Moresby, NCD  
Papua New Guinea  
Fax 325 3652  
Email: [digicelpngfoundation@digicelgroup.com](mailto:digicelpngfoundation@digicelgroup.com)

*Thank you!*