

Project Name: _____

Application Date: _____

1. Organization/Community Name:

2. Type of Organization Public Charity Educational Institution

Non-Governmental Organization

Community Association

3. Date of incorporation/formation:

4. Address & Directions to location:

5. Telephone: _____ Cell: _____ Fax: _____ E-mail: _____

6. List the executive/leadership of the Community Organization

Names (First Name & Surname)	Position in Organization	Length of time in position

7. Please complete the contact information for at least two members of the executive/leadership:

	1	2
Names		
Address & Directions		
Telephone Numbers		
Fax Numbers		
E-mail Addresses		

8. Describe the community need(s) to be addressed _____

9. Description and Purpose of Project: _____

10. Who will be the Project Manager?: _____

11. Contact Information: _____

12. Approximate number of persons who live in the community: _____

13. Approximate number of persons who will benefit from this project: _____

14. Who are they? _____

Sum Requested: PGK- _____

Payable over 1 year: _____ 2 years: _____

15. Project Start Date: _____

16. Project End Date: _____

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

Free Labour – prior, during and subsequent to project completion	
Cost of utilities	
Accommodation where necessary	
Meals for workers	
Storage for material	
Fund raising	
Equipment, Fittings, furniture	
Security of material and work site	

18. Skills that exist within the organization and/or community:

- Carpenter Mason Painter Plumber Cabinet Maker Contractor Book Keeper/Accountant
 Farmer Baker Teacher Dressmaker Other

Other:

19. Describe previous projects undertaken by the organization. (Include date, costs, objectives and levels of success)

20. What is the total amount coming from other sources for this project or program? (Indicate sources and amounts)

21. Has your organization previously been the recipient of any grants or assistance from any organization, including this Foundation? if yes, specify

22. What is your organization's plan to maintain the project for the long term interests of the community? This should include fund raising, cleaning, inspections, repairs, and staffing (if applicable):

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

Name	Position in Organization	Signature

24. Please complete the project selection criteria questionnaire below.

PRECONDITIONS				
<i>Are there any current land disputes on land that might deter the project?</i>		Don't Know	Yes	No
<i>Have there been any tribal fights over the past year that may disrupt the project?</i>		Don't Know	Yes	No
<i>Has there been significant donor or elected member assistance in the past 5 years for the project?</i>		Don't Know	Yes	No
GOOD GOVERNANCE (school funding projects only)				
<i>Is there a School Board of Management (BOM)?</i>		Don't Know	Yes	No
<i>How many BOM meetings were held in past year?</i>		Don't know	Number:	
<i>Has a school budget been prepared?</i>		Don't Know	Yes	No
<i>Has a school development plan been prepared?</i>		Don't Know	Yes	No
<i>Are the infrastructure and school grounds well maintained?</i>		Don't Know	Yes	No
GOOD GOVERNANCE (other projects)				
<i>Is there a registered recognized organization or are there community leaders in charge of /managing the proposed project?</i>		Don't Know	Yes	No
<i>Is the community involved in the project?</i>		Don't Know	Yes	No
<i>Has a project budget been prepared?</i>		Don't Know	Yes	No
<i>Has a project development plan been prepared?</i>		Don't Know	Yes	No
OWNERSHIP (school funding projects only)				
<i>How many Parent & Community meetings were held in last year?</i>		Don't know	Number:	
<i>How many community projects have been completed in the school over the past 3 years?</i>		Don't know	Number:	
<i>How many community fundraising projects have there been over the past year?</i>		Don't know	Number:	
<i>Does the community assist the school with activities free of charge (i.e. transport of materials, maintenance etc.)</i>		Don't Know	Yes	No
OWNERSHIP (other projects)				
<i>Is the community aware of this project proposal and does the majority support it?</i>		Don't Know	Yes	No
<i>Have meetings been held to inform and</i>		Don't Know	Yes	No

<i>involve the community about the project?</i>				
<i>Will the community contribute with “free” services (i.e. accommodation for laborers, food, use of transport for materials etc.)</i>		Don't Know	Yes	No
<i>Has the community been involved in community based projects over the past 3 years?</i>		Don't Know	Yes	No
DISADVANTAGE (school funding projects only)				
Accessibility & Location 1) <i>Is the school located in Urban area (within 30 mins walking distance from shopping area)</i> 2) <i>a rural area (more than 30 mins walking distance from shopping area but accessible by road),</i> 3) <i>a remote area (only accessible by water or a walk longer than 1 hour from a road or wharf),</i> 4) <i>very remote area (accessible only by air)</i>	VERY REMOTE	REMOTE	RURAL	URBAN
Economic environment <i>What % of the parents have wage earning jobs (jobs in formal sector) i.e. mining, government service, construction etc.</i>	<10%	<30%	<50%	<80%
Enrolment <i>What is the size of the school i.e. >300 (large), 80 – 300 (medium), <80 (small)</i> <i>For higher than average score school needs to be of medium or large</i>	Don't Know	LARGE	MEDIUM	SMALL

Please ensure that the following items are included when submitting the Application Form:

- Project Budget
- Two (2) Professional Cost Estimates of Project
- Quotations for Equipment and Furniture (if applicable)
- Photographs of the Project Site
- The last three (3) months' bank records /statements of the organization
- If the project requires building construction kindly provide:
 1. Copy of Title
 2. Letter giving permission to build
 3. Letter granting permission for the approved drawings
 - (a) Ministry Of Education Building Office (School)
 - (b) Parish Council (other buildings)

Name: _____

Signature: _____

For the efficiency of processing your Application please ensure that all questions are answered and all required documents are attached.

Contact Us:

Digicel Foundation
Kennedy Road, Gordons
P.O. Box 1618,
Port Moresby, NCD
Papua New Guinea
Fax: 325 3652
Email: digicelpngfoundation@digicelgroup.com