

INDIA GRANT-IN-AID FUND

APPLICATION FORM IGF004

Please Attach a Copy of your Concept Note

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| 1. Implementing Agency:

Name:Address:Phone:Email:Legal Form i.e. Type of Group:Year of Establishment:No. of Members: |
| 1. Representative of Applicant (authorized person to sign for liability)
 |
| ContactPerson | Title  |  |
| First Name |  |
| Last Name |  |
| Address |  |
| Telephone |  |
| Fax |  |
| Email |  |
| 1. Project Title:
 |  |
| 1. Project location
 | Village:Island: |
| 1. Project Background – outline how you will measure your objectives

(Attach project designs/description details)*Also advise how your group will publicize, promote or acknowledge the donor upon completion of the project. This is a donor requirement.* *e.g. a media release, plaque, sticker/signage.* | 1. **Detailed reason why the assistance is required**
2. **Motive of the Request**
	* Who is the target group of the assistance – Who else could benefit/Approximately how many could benefit
3. **Development-policy objective of the project** *(e.g. how would the project effect a long-time improvement of the target group)*
4. **Equality-policy objective of the project:** *(e.g. providing equal access to resources such as education, information, income, energy, drinking water, food security, and infrastructure. As well as tangibly improving the lives of the underprivileged in the area.)*
5. **Project Plan:** *Outline each key objective of the project and its allocated timeframe. For e.g. for building or renovations, each stage can be noted as a key objective i.e. Installation of bathroom/kitchen fixtures, installation of roofing etc.*

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| 1. **Materials required**
 | **Will be bought** *(priority is given to local suppliers)***Locally / overseas (country?)** |
| 1. Finance Plan

*example finance plan is included in the appendix* | **A detailed Finance Plan/Budget is required****Budget is attached Yes/No** |
| 1. Donor Contribution

***Please state amount required in NZ dollars from the donor*** | **Please note: Three (3) current itemized quotations/proforma invoices are required for all estimated expenses (goods/services/materials) and must be attached to the application.***If it is difficult to acquire 3 quotes due to the specialized nature of the service or product, or a limited number of local suppliers, applicants must attach a statement in writing explaining***Total Donor Funds Required: NZD $** |
| 1. Own funds and third party funds

***Please indicate in NZ Dollars where applicable. Could be ‘in kind’ i.e. labor, equipment etc.*** | **Total Own Funds contributed to the project: NZD $****In-Kind Donations:*** ***e.g. Labour, Machinery/Equipment, operational costs etc.***
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| 1. Total Expenditure of Project in NZ dollars
 | **NZD $** |
| 1. Guarantee of Follow Up, Maintenance or Sustainability of Project
 | **Can the project be maintained efficiently and effectively after completion for at least 2 years?****Yes / No****How? Provide details/capital values etc.**  |
| 1. Period of Implementation
 | **Starting date:** **Estimated Completion date:**  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

Send completed application to:

Tracy Cheer

Programme Manager

Development Coordination Division

Ministry of Finance and Economic Management

Po Box 120, Rarotonga

Email: tracy.cheer@cookislands.gov.ck

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| SUMMARY FINANCE PLAN - *EXAMPLE* |
|  | **IGF DONOR FUNDS** | **OWN FUNDS CONTRIBUTION** | **IN-KIND DONATIONS** | **TOTAL** |
| BUDGET |  |  |  |  |
|  |
| EXPENSES | **Quote 1** | **Quote 2** | **Quote 3** |
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| TOTALS | **$0.00** | **$0.00** | **$0.00** |