

INDIA GRANT-IN-AID FUND

APPLICATION FORM IGF004

Please Attach a Copy of your Concept Note

|  |  |  |
| --- | --- | --- |
| 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) | | |
| Contact  Person | 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.* |
| 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.*** |
| 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](mailto: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** | |