



**MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT**  
GOVERNMENT OF THE COOK ISLANDS

**INDIA GRANT-IN-AID FUND**

**Application Instructions**

**1. What kind of Projects are eligible for funding?**

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The Project must support, promote or develop social, cultural, or economic development and sustainability, it should also directly serve the basic needs of the community and have a positive and sustainable impact on the living conditions of the target group (e.g. projects referring to education, vocational training, hygiene standards, community development areas). Gender equity aspects are to be taken into consideration (i.e. male and female should benefit from the project to the same extent).

**2. Funding Criteria**

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- Must be aligned with a local organization. No funding for individuals
  - Local contribution must also be ensured (e.g. labour, facilities, materials etc.)
  - Funds will not be transferred to personal bank accounts.
  - The project must be completed within a year from which the project agreement was signed
  - Religious based groups and activities will not be funded.
  - Additional experts needed for the installation of machinery etc. may be financed, provided that costs incurred are part of the financial plan.
  - Applicants must indicate in the application how acknowledgement of the Donor will be carried out (e.g. press release, radio/TV coverage, labeling/signage etc.).
  - After approval, funds will only be released once an agreement is counter signed by an authorized representative of the recipient, who will be liable in the case that conditions of the funding agreement are breached.
  - A progress report must be completed 6months after receiving the funds and submitted to the Development Coordination Division (DCD)
  - After completion of the project a Completion Report must be submitted to Development Coordination Division (DCD), no later than 1year after the grants agreement is signed.
  - All original invoices and receipts must be kept for audit purposes.
  - **Final selection and approval of projects is determined solely by the donor – Government of India.**
- PLEASE NOTE: It may take up to 6-8months from approval to disbursement of the funds**

### 3. Application Procedure

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- **Step One:** Fill out Concept Note.
- **Step Two:** Submit concept note to contact listed in section six below, by **4pm Wednesday 16th March 2016**.
- **Step Three:** If approved, fill out Application Form IGF 004 and submit final budget outline and 3 quotes for all project costs. Submit to DCD
- **Step Four:** Await final approval from the Government of India.

### 4. Examples of Projects that *could be* eligible

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#### Infrastructure

- Dams, irrigation, sewage, bridges, roads, construction/reconstruction, sanitation facility renovation, school renovations, machines for community projects etc.

#### Agriculture & Environmental Protection

- Animal breeding to improve nutritional standards, horticulture, pumps, storage facilities, livestock support, fish/fishing projects, agriculture machinery, Craft facilities/equipment etc.

#### Health & Safety Facilities

- Mobile clinics, solar devices, disability support, equipment for pediatric homes, etc.

#### Educational Facilities

- Construct/reconstruct/renovations of Schools
- School support equipment and curriculum resources e.g., photocopiers, computers, printers, projectors, teacher aids and programme materials etc.

### 5. Examples of Projects *not* eligible for the India Grant Fund

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- Projects that support individuals or privileged groups
- Projects for which the follow-up/maintenance costs cannot be paid for by local institutions
- Purchase of vehicles/machinery without on-going maintenance being guaranteed by the applicant.
- Religious based projects and activities
- Projects which are not expected to have an impact for longer than two years
- Staffing, workshops, seminars, administrative and travel expenses
- Credit/deposits for resolving credit funds, support for the purchase of land

### 6. Contact

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## 7. Annual Process & Timeline

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