



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

INDIA GRANT-IN-AID FUND

Project Funding Concept Note

Background:

The India Grant Fund (IGF) is administered by the Ministry of Finance and Economic Management and is funded by the Indian Government under their grant-in aid programme. Registered Cook Island Civil Society Organisations and government agencies can apply to the fund. The Project must support, promote or develop social, cultural, or economic development and sustainability, it should 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).

Instructions:

The India Grant Fund invites applications for project funding. Please read the IGF application instructions carefully before completing this concept note, remember to fill out ALL sections and to write clearly and concisely. Incomplete applications or those received after the submission date will not be accepted.

The submission date is: **4pm Wednesday, 16th March 2016**

The italicised text is only for guidance and should be deleted before the application is submitted. If you wish to complete the form by hand, request a form without italicised text. IGF contact details are provided below.

The National Sustainable Development Committee (NSDC) Panel will review all applications and develop a short list of organisations based on the project proposal meeting both IGF requirements and NSDP goals. Unsuccessful applicants will be notified immediately and short listed applicants will be contacted to complete a full application form to finalise your budget and identify how the results of your activity will be measured, monitored and reported. Once this is completed, all submissions (concept note and full application form) will be compiled and sent to the India High Commission for further review.

Projects shortlisted by the NSDC Panel are not guaranteed funding, the Government of India has the final say on granting proposals funding.

1. Applicant (Implementing Agency):

Enter here: Give the full registered name of the organisation. Include year of establishment and number of members.

2. Civil Society Registration Number:

Enter here: To apply for funding the CSO must be registered through the Ministry of Justice.

3. Project Title:

Enter here: This is the name of the project you want to fund; it is an overview of the key objectives of the project.

4. Authorised contact Person:

Enter below: this should be the contact details for the person managing this project

Title:

First name:

Last name:

Address:

Telephone/mobile:

Fax:

Email:

5. Project Timeline:

Enter below: List the start and finish times for the project and when each activity/stage is likely to be completed.

6. How will the donor be acknowledged:

Enter below: IGF requires some acknowledge of support given, identify here avenues that would be used. For e.g. news article, radio/TV coverage, or labelling/signage &etc.

7. Statement of need:

Enter here: Explain why this project is important/needed, and who is the target group it will serve

For example, the Cook Islands 2011 Census indicates that there are more than 200 young people who are either disengaged from school or who are unemployed. Police records show that youth crime continues to be a growing issue and young people are over represented in out-migration statistics.

Organisation X aims to ensure that all young people can fully realise their potential and thereby constructively contribute to society. Organisation X aims to

help address these challenges by providing the services outlined below.

8. Project Management & Evaluation Plan:

Enter here: The donor wants to know that the organization has the capacity to manage the project and ensure its success. Who will oversee the project? How will the results be measured?

9. Project Description:

Enter here: This should only be a brief one-page document. This is the main part of the application, explain;

- Why this project is important,*
- Who is the target group,*
- What are the project objectives and how will this be accomplished*
- What are the results (actual results and number of people served)*

Some helpful terms to use in a proposal could include: community, local empowerment, livelihoods, sustainability, food security, ecology, gender equity, direct impact, target group, results, improvement, effective, timely, urgent, vital, longevity, etc.

For example: "In order to support local livelihoods and agriculture, this project proposes to fence in the taro plantations in Mauke. The objective is to support local farmers to produce and protect their own food ecologically and sustainably. The target group will be the thirty farmers operating locally and their sixty plantations. The result will be fencing around all sixty plantations, which will keep the pigs from destroying the taro. This will support the livelihoods of these thirty farmers as well as the food security of the larger community. The proposed budget of \$15,000 will be used to purchase fencing materials. The project will be started upon the release of funds and completed within 3-months of. Farmers will be in charge of maintenance and fencing replacement at their own costs in the future."

10. Have you secured funding for this project from another source?

Enter here: To ensure the efficient use of available funds, it is important that the board know if you are receiving other funds for this project and if these cover the same services? If your organisation is receiving funds from another source, this will not necessarily prevent your organisation from accessing IGF funds.

11. Indicate which key priority area your project proposal aligns to?

Please tick the box that best aligns with the need your services target. If your project proposal aligns with more than one of the priority areas listed then tick 'cross cutting' and give a description.

- Culture (e.g preserve language, creative industries, traditional knowledge)
- Gender (e.g. gender equality, empowerment of women and girls)
- Children & Youth (e.g. youth counselling, leadership/educational courses)
- Disabilities (e.g. mental or physical health and elderly care)
- Sustainability (e.g. food security, land use, farming support/machinery)
- Cross Cutting (e.g. fire services which cut across multiple)

12. Sustainability Plan:

The donor wants to know that the one-time investment will have a long-term impact. Once the project is completed, how will its success be ensured for the future? How will the organization continue and maintain the project over the long-term?

13. Budget

Please indicate your estimated budget. Add rows if necessary. This includes an estimated budget for the project. You do not need quotes unless your project has been approved for funding. Staffing, administrative and travel expenses of members of the organization cannot be covered. The budget needs to include all the types of materials needed and approximate cost. Also include the use of the organization's own funds to help support the project, including staffing and in-kind time and donations. If there are additional third party funds expected to cover the project include those as well.

Example Budget

Item	Amount in NZD
10 training workshop	
- 10 Venue's @ \$100 each	\$1000.00
- 10 Resources @ \$10 each	\$100.00
10 radio advertisements	
- Advert design	\$500
- 10 radio adverts @ \$100 each	\$1000.00
Full time Counsellor	
- One FTE counsellor	\$20,000.00
TOTAL	\$22,600

10. Bank Account Details

Please provide the bank account details for your organisation and [Attach a copy of the opening account letter.](#)

Account name:

Bank name:

Account number:

14. Account Signatories

Funding will only be disbursed into an account that requires two signatories. This part should be signed.

Signatory 1

Title (Mr/Mrs/Ms):

First name:

Last name:

Address:

Telephone / mobile:

Fax:

Email:

Position in Organisation:

Signature:.....

Signatory 2

Title (Mr/Mrs/Ms)

First name:

Last name:

Address:

Telephone / mobile:

Fax:

Email:

Position in Organisation:

Signature:.....

12. Checklist

	Have you completed all parts of the Application Form Correctly?
	Have you attached your Bank Account details and opening account letter?
	Is the application Signed and Dated?

For additional support please contact:
Tessa Vaetoru – Development Programme Assistant
Development Coordination Division
Ministry of Finance and Economic Management
Email: tessa.vaetoru@cookislands.gov.ck