



# Environmental Foundation of Jamaica

EFJ Grant Application Form (GA1)

Institutional Strengthening, Programme and Project Implementation

## CALL 2008

(MARCH 2 – APRIL 25)

EVERY SECTION ON FORM MUST BE FILLED IN OTHERWISE THE PROPOSAL WILL BE CONSIDERED *INCOMPLETE* AND WILL NOT BE REVIEWED.

### APPLICANT SUMMARY

Name of Organisation: \_\_\_\_\_

Organisation Type: Non-Incorporated [ ] Incorporated [ ]  
Community Based Organisation (CBO) [ ] Non-government Organisation [ ] Academic Institution [ ]

Other \_\_\_\_\_ Date of Formation: \_\_\_\_\_

Organisation's Main Area(s) of Focus: \_\_\_\_\_  
(What are the areas the organisation is primarily mandated to work in?)

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_

Parish \_\_\_\_\_ Web site: \_\_\_\_\_ Office E-mail: \_\_\_\_\_

Office Telephone Number(s): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position \_\_\_\_\_ Mobile Number \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Position \_\_\_\_\_ Mobile Number \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorised Signature \_\_\_\_\_ Date \_\_\_\_\_ Mobile Number \_\_\_\_\_

Name of signatory \_\_\_\_\_ Position (Executive Director, Principal, Board Chair etc.) \_\_\_\_\_

### PROJECT INFORMATION

Project Title \_\_\_\_\_  
(Reflect the essence of the project in as few words as possible)

Project Expected Start Date \_\_\_\_\_ Project Expected End Date \_\_\_\_\_  
(Project must be expected to start at least four months after the end date of the call)

Project Location and Significance \_\_\_\_\_  
(Town & Parish, if different from Organisation location)

Theme (Please ensure that you tick the most relevant theme or sub-theme. Please choose ONE only)

ENVIRONMENTAL MANAGEMENT AND NATURAL RESOURCES CONSERVATION	CHILD SURVIVAL AND CHILD DEVELOPMENT
<p><input type="checkbox"/> <b>Waste and Water Management</b> with a focus on:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Waste Water Recycling and Reuse</li> <li><input type="checkbox"/> Solid Waste Recycling</li> <li><input type="checkbox"/> Hazardous Waste Management</li> <li><input type="checkbox"/> Community systems for efficient/effective use of water (e.g. water harvesting systems and water savings)</li> </ul> <p><input type="checkbox"/> <b>Watershed and Coastal Zone Management</b> with a focus on:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Upper Watershed Reforestation and Management (including techniques to reduce soil erosion &amp; improved farming practices)</li> <li><input type="checkbox"/> Beach Management</li> <li><input type="checkbox"/> Coastal Habitat Protection</li> </ul> <p><input type="checkbox"/> <b>Biological Diversity</b> with a focus on:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Habitat Conservation and Management</li> <li><input type="checkbox"/> Endemic and Endangered Species Conservation &amp; Mgt.</li> </ul> <p><input type="checkbox"/> <b>Alternative Energy Systems</b> with a focus on:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Installing Alternative Energy Systems (with emphasis on Hybrid Systems-wind, solar, biogas)</li> </ul> <p><input type="checkbox"/> <b>Community Green Spaces:</b> (e.g. upgrade and/or establishment of community parks for aesthetic and social value)</p>	<p><input type="checkbox"/> <b>Early Childhood Interventions (for Children 0-8 years)</b> with a focus on:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training of Professionals in the field (emphasis on Institutional Arrangements, and specialized training)</li> <li><input type="checkbox"/> Enrichment programmes to benefit children</li> <li><input type="checkbox"/> Early stimulation and training of parents and caregivers</li> <li><input type="checkbox"/> Provisions for long term programmes for early detection of special learning needs and disabilities (e.g. dyslexia, sight, hearing)</li> </ul> <p><input type="checkbox"/> <b>Children in Challenging Circumstances</b> with a focus on:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Abandoned and Institutionalised Children (e.g. street children, working children, children in Homes and Places of Safety)</li> <li><input type="checkbox"/> Abuse and Violence Prevention (e.g. prevention of sexual, emotional &amp; drug abuse)</li> <li><input type="checkbox"/> Adolescents-at-Risk (e.g. training programmes for youth 18 &amp; under)</li> </ul> <p><input checked="" type="checkbox"/> <b>Children With Special Needs and Disabilities</b> with a focus on:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Development Programmes/Therapies (e.g. assessment, intervention)</li> <li><input type="checkbox"/> Accommodations and Facilities (e.g. ramps, rails, etc.)</li> <li><input type="checkbox"/> Equipment (e.g. specialized chairs, machines)</li> </ul>

Amount Requested from EFJ J\$ \_\_\_\_\_

Total Project Cost J\$ \_\_\_\_\_

Applicant's Contribution J\$ \_\_\_\_\_

(including value of in-kind contribution. Describe in summary below as necessary)

**Project Summary:** (In 200 words or less, please describe the main purpose, objectives and components of the project. This section should provide a concise and clear summary of the Project.)

**Problem Statement:** (Clearly state in 150 words or less the specific problem the project seeks to address. This can be written in any format – paragraphs or bullets. Only state the **PROBLEM**, not what you are going to do in the project. Identify the root cause(s) of the problem, the effect(s) it is (they are) having on the community or the environment/children. Finally, explain what would be the likely consequences of not addressing it/them.)

**Objectives:** (List the primary objectives of the project that address the problem stated. Also list associated activities and indicators that will prove your activities have been completed successfully. Please do not list more than four objectives. You may however have more than one activity associated with each objective. Objectives must be **Specific, Measurable, Achievable, Realistic & Time bound**. Indicators must be measurable and appropriate for monitoring and evaluation during and at the end of the Project.)

	Project Objectives	Activities	Indicators
1			
2			
3			
4			

**Methodology** (Give a detailed description of the approach or technique(s) to be used to accomplish the project objectives. Clearly indicate the reason for choosing this method above any other. Explain why this methodology will work for this problem, project or location. If this methodology has been used before, please give references. Ensure you give **ALL THE STEPS** to implementing the project. (Where the project will produce goods or services for sale, a marketing plan/business should be attached. It should fully address issues such as price, promotion and distribution strategies and should also describe and estimate the size of the target market.)

**Project Sustainability**

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(In 150 words or less indicate how Project results will be sustained after the Project Period has ended and where appropriate indicate for how long results will be expected to have an impact.)

**Project Management and Administration:** (Indicate Project Management arrangements that will facilitate successful Project completion. If technical expertise is to be hired, indicate nature of expertise and whether yet identified. Outline the organisation's strengths & weaknesses for supporting the project. Does the organisation have the capacity to implement this project?)

**Organisation Strategy**

(Explain how the project fits into the organisation's strategic plan or mandate)

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**Track Record** (Indicate projects implemented over Past Two Years (or last four projects implemented, whichever is less. Include status of each project – successfully completed, ongoing, terminated etc. Include any internal or external evaluations or results as an attachment or other proof of success. If no prior projects have been implemented, include letters of support and endorsement on the work of the organisation)

- |    |       |       |       |        |       |
|----|-------|-------|-------|--------|-------|
| 1. | _____ | Donor | _____ | Status | _____ |
| 2. | _____ | Donor | _____ | Status | _____ |
| 3. | _____ | Donor | _____ | Status | _____ |
| 4. | _____ | Donor | _____ | Status | _____ |

**Organisation Sustainability**

Will staff skills be improved; will the activities continue after the project closes or will there be new income for the organisation at the end of the project?

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**Collaborations and Partnerships:** Indicate the organisations/agencies (NGOs, CBOs, or institutions) with which you propose to collaborate. What will each organisation/agency contribute to the project? Are there any volunteers or in-kind partnerships? Provide evidence of such commitments? Are permits or licenses necessary for the project? Have the relevant authorities endorsed the project?

**Governance Structure:** (Names and Positions of Officers in the Organisation)

Please attach any relevant documentation

<b>Enclosures:</b> <b>(Please tick those that are applicable)</b>	
<input type="checkbox"/> Most recent Annual Report &/or minutes of AGM	<input type="checkbox"/> Most recent Financial Statements
<input type="checkbox"/> Job descriptions or terms of reference for project personnel assumptions	<input type="checkbox"/> Cash flow projection and
<input type="checkbox"/> Last Audit Report	
<b>If applicable,</b>	
<input type="checkbox"/> Proforma Invoice,	<input type="checkbox"/> Lease Agreements
<input type="checkbox"/> License and Permits	<input type="checkbox"/> Contract Agreement
<input type="checkbox"/> Endorsement Letters	<input type="checkbox"/> Memorandum of Understanding (MOU)
<input type="checkbox"/> <b>For training requests</b> - selection criteria/qualifications of proposed trainee(s)	

**Project Budget Summary** (Please read all notes in the budget form. The detailed budget may be attached as an appendix but the form must be used as an outline for submission of the proposal):

No	ITEMS	REQUESTED GRANT AMT.	APPLICANTS CONTRIBUTION	OTHER CONTRIBUTIONS	Notes to the budget
	<b>Programme Costs</b>	<i>Please <b>round up to nearest hundred dollars.</b> (e.g. costs for \$2,345,678.91 should be indicated as \$2,345,700.00)</i>	<i>Give indication of funds being made available for project. <b>Indicate/highlight if funds are in-kind or cash contributions.</b></i>	<i>Provide <b>confirmation for funds already committed.</b> Indicate if funds are just being requested, but not yet approved.</i>	<i>All budgets to be presented in <b>Jamaican dollars</b>  Please annotate your budget where appropriate</i>
1	Project activities				Detailed breakdown attached to show types of activities
2	Training & Workshops				Breakdown to show amounts for venue, refreshment, materials & equipment specific to training needs
3	Accommodation				
4	Materials, Equipment, Tools &/or Appliances				Pro-forma invoices to be included. e.g. computers, fax machines, lawn mowers, microwave, shovel, pickaxe, etc)
5	Funding for Motor vehicle				EFJ Funding will contribute to the purchase of the vehicle (new or second-hand). Licensing, Insurance, etc. will be the responsibility of the grantee.
6	Transportation &/or vehicle maintenance				e.g. fuel, servicing, etc where appropriate
7	Salaries - Project Staff				Indicate where part-time and if employed to other projects. Salaries to include amounts for statutory deductions (Employees' - 29%, Employers' - 11% of gross salary)
8	Consultancy				
9	Evaluation				
10	Other (please indicate)				
11	Other (please indicate)				
	<b>SUB-TOTAL</b>	-	-	-	

No	ITEMS	REQUESTED GRANT AMT.	APPLICANTS CONTRIBUTION	OTHER CONTRIBUTIONS	Notes to the budget
	<b>Administrative Costs</b> <i>No more than 20% of Grand Total</i>	<i>Please round up to nearest hundred dollars. (e.g. costs for \$2,345,678.91 should be indicated as \$2,345,700.00)</i>	<i>Give indication of funds being made available for project. <b>Indicate/highlight if funds are in-kind or cash contributions.</b></i>	<i>Provide confirmation for funds already committed. Indicate if funds are just being requested, but not yet approved.</i>	<i>All budgets to be presented in Jamaican dollars Please annotate your budget where appropriate</i>
12	Salaries - Core Staff				Indicate where part-time and if employed to other projects. Salaries to include amounts for statutory deductions (Employees' - 29%, Employers' - 11% of gross salary)
13	Project Administrator				
14	Stationery &/or supplies				
15	Rent &/or utilities				Indication of past bills to be supplied where possible
16	Other (please indicate)				
	<b>SUB-TOTAL</b>	-	-	-	
17	Contingency	-	-	-	No more than 10% of programme costs not total
	<b>GRAND TOTAL</b>	-	-	-	

State any additional sources approached to fund this project, including amount requested and amount approved.

Budget Assumptions: (In the detailed budget attached, please indicate the basis of the estimated costs for each of the main line items in the budget – that is,

- a. Unit price e.g. cost per dozen, per person, daily wage rate etc., and
- b. Attach copy of quotations/estimates by competent professionals and/or Proforma invoices

