

# Pacific DPO Fund Project Application Form

Please complete all questions

## Part 1: Information about Your Organisation

<b>1. Name of Your Organisation</b>
<b>2. Establishment Date</b>
<b>3. Postal Address</b>
<b>4. Street Address</b> <i>(If different from postal address)</i>
<b>5. Fax. Number</b>
<b>6. Telephone Number</b>
<b>7. Email Address</b>
<b>8. Name and position of main contact person for this application</b> <i>(The person who can answer questions about this application)</i>
<b>9. Contact Person's Telephone Number</b>
<b>10. Contact Person's Email Address</b>
<b>11. Name of the Governing Body of your organisation</b> <i>(ie Board, Trustees, Executive Committee)</i>
<b>12. How often does it meet and what are its Terms of Reference (TOR) or functions?</b> <i>(TOR can be attached to the application form)</i>
<b>13. Names of the Governing Body Members</b> <i>(Note who are the Office Holders that is, Chairperson, Treasurer and Secretary)</i>

**14. What is your organisation's Legal Status**

*(Attach a copy of your registration or incorporation if you have this)*

**15. Provide a brief description of your organisation's history and mission including your experience of working with people with disabilities**

*(Attach your organisation's strategic plan or vision and mission statements if you have these)*

**16. Number of staff (full and part time)**

**17. Number of active volunteers**

**18. Number of members**

**19. Is your organisation a member of the Pacific Disability Forum?**

**20. Is your organisation a member of other organisations/networks?**

*(If yes, provide their names and describe briefly what they do)*

**21. Has your organisation received funding from the PDF/NZAID Pacific DPO Fund before?**

*(If so, name the projects and when reports were submitted)*

## **Part 2: Information About Your Proposal**

**22. Title** *(The name to appear on any correspondence, application and reporting forms)*

**23. Location** (Country, city/town/village if appropriate)

**25. How much money are you requesting from the Pacific DPO Fund**  
(Indicate what currency)

**26. If the funding will not cover all the project costs, indicate where the additional funds will come from**

**27. Start and finish dates**

**28. Provide a brief statement describing the problem, need or issue that your project aims to address and why it is important to be funded.**

**29. How will People with Disabilities benefit from the project?**

**Project Objective and Activities**

(The **project objective** indicates the change you want to achieve by the end of the project as a result of the activities undertaken. An objective should aim to be SMART. (ie Specific, Measurable, Achievable, Relevant, and Timebound). The **activities** are the things you do to achieve the project objective. **Indicators** are measures you identify to tell you how successful the project has been. What you achieve are the **outcomes** of the project. Gender related information needs to be included where relevant including in the indicators (eg percentage of women to be trained).

**30. Objective**

(A brief clear statement of the change you want to achieve as a result of the project)

**31. Indicators**

(How will you know that you have achieved the objective?)

**32. Activities**

*(List the activities)*

**33. Who will be involved in the project, how were they identified and how have they been involved in the project's identification and design?**

**34. How will the intended project participants be involved in project activities and monitoring & evaluation?**

**35. What gender equality and/or women with disabilities' issues have been identified?**

**36. How will the project address the different needs of women and men with disabilities identified during project preparation?**

**37. What are the main risks in completing the project successfully and how will you manage these?**

**38. How will the project be monitored? Are there any plans for evaluation of the effectiveness and impact of the project and who will be responsible?**

**39. How will the project benefits be sustained following the utilisation of funding?**



- Funds must be used for the purpose it was given and you must meet any conditions the Committee requires.
  - If you wish to use the funding for a purpose different to that specified you must seek approval in writing from the committee for a change in purpose before using the funds.
  - If you have funds left over from the grant you must return them to the DPO Fund.
  - If you spend your funding in whole or part on anything other than the purposes stated in your application or approved by the committee, you will be required to repay the funds.
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#### **FINANCIAL INFORMATION REQUIRED**

- If the organisation has been in existence for more than 18 months at the application closing date, it is required to submit its most recent annual accounts signed by two office bearers.
  - If the organisation has been in operation less than 18 months at the application closing date it is required to submit the following:
    - the most recent Statement of Financial performance verified by a suitably qualified person and a Bank Statement less than one month old at the time of application *(A suitably qualified person is someone independent of the group or organisation who has a reasonable knowledge of finance or accounting such as a Bank Manager or Accountant. "Verified" required the person to sign the statement and include their name, qualifications and contact details.)*
    - or, if the organisation or group has not commenced operating, a Bank Statement less than one month old from the date on the application form.
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#### **Checklist**

- Have you attached the TOR for your governing body?
  - Have you attached a copy of your registration or incorporation if you have this?
  - Have you enclosed your strategic plan, or vision and mission statements?
  - Have you attached relevant financial information (see above)?
  - Have you attached two quotes if requesting equipment or services?
  - If applying for a workshop or training, have you attached a workshop programme or training plan?
  - Has the application been signed and dated by two authorised persons?
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#### **PLEASE FORWARD YOUR COMPLETED APPLICATION FORM TO:**

Pacific DPO Fund  
Pacific Disability Forum  
P O Box 18458  
Suva, Fiji