

# Pacific DPO Fund Organisational Development 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>

**13. Names of the Governing Body Members**

*(Note who are the Office Holders that is, Chairperson, Treasurer and Secretary)*

**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

<p><b>22. Title</b> (<i>The name to appear on any correspondence, application and reporting forms</i>)</p>
<p><b>23. Location</b> (<i>Country, city/town</i>)</p>
<p><b>24. How much money are you requesting from the Pacific DPO Fund</b> (<i>Indicate what currency</i>)</p>
<p><b>25. If the funding will not cover all the organisational development costs, indicate where the additional funds will come from</b></p>
<p><b>26. Start and finish dates</b></p>
<p><b>27. Provide a brief statement describing the problem, need or issue that your proposal aims to address and why it is important to be funded.</b></p>
<p><b>28. How will the organisational development grant benefit People with Disabilities?</b></p>
<p><b>Organisational Development Objective and Activities</b> (<i>The <b>objective</b> 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 <b>activities</b> are the things you do to achieve the objective. <b>Indicators</b> are measures you identify to tell you how successful you have been. What you achieve are the <b>outcomes</b>. Gender related information needs to be included where relevant including in the indicators (eg increased participation of women in your organisation)</i>)</p>

**29. Objective**

*(A brief clear statement of the organisational change you want to achieve)*

**30. Indicators**

*(How will you know that you have achieved the objective and how will it help you achieve your organisational mission?)*

**31. Activities**

*(List the activities)*

**32. Who has been involved in the identification and design of the organisational development activities?**

**33. Who will directly benefit from these activities and how will they be involved in project activities and monitoring & evaluation?**

**34. What gender equality and/or women with disabilities' issues have been considered in putting forward this proposal?**

**35. How will the funding assist you to address the different needs of women and men with disabilities in your organisation?**

**36. What are the main risks in successfully achieving the desired organisational development and how will you manage these?**

**37. How will the work be monitored? Are there any plans for evaluation of the effectiveness and impact of the organisational development and who will be responsible for these activities?**

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



## GENERAL REQUIREMENTS

- Funds must be spent in the financial year they are allocated.
  - 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