

Digicel Foundation

Funding Guidelines for Completion of Application Form

**PLEASE READ THE BELOW FUNDING GUIDELINES BEFORE PROCEEDING TO
COMPLETE THE APPLICATION FORM**

INTRODUCTION

The Digicel Foundation has been in operation since 2004. Since then, we have funded projects that empower the communities in which we operate, thus completing over 1,485 successful projects.

The main areas funded by the Foundation include Innovation in Education, Special Needs and Community Development.

SUBMITTING A PROJECT

SOURCING AN APPLICATION FORM

Your application should be completed using the application form provided on the website or on a form provided in one of our Digicel Retail Outlets island-wide. If you do not have this template, please contact:

Digicel Foundation

14 Ocean Boulevard, Kingston

Telephone (876) 619-5179 or (876) 619-5500

Website: www.digiceljamaicafoundation.org

Email: dfapplications@digicelgroup.com

At your own discretion, you may also include a full presentation or project information pack as an appendix to this application. Please note that all taxes, duties, levies and charges imposed in connection with the grant will be borne by the applying organization and applicants are urged to seek their own professional advice.

ABOUT THE APPLICATION PROCESS

You are invited to submit a completed Application Form to the Digicel Foundation for further appraisal of your project by the Digicel Foundation Project Approvals Committee. The Digicel Foundation Project Approvals Committee will carefully evaluate your application and decide on whether or not to make recommendations for your application to go to the Digicel Foundation Board for a final decision to be made.

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It is important to remember that the Project Approvals Committee has the final decision with regard to making recommendations for the approval of projects. The Committee members include a cross-section of the Foundation's Board of Directors who are drawn from Digicel's employee pool as well as the Foundation's Programme Team. The panel members will assess your application in relation to

- The proposed project's commercial viability and sustainability;
- The appropriateness of Digicel Foundation Fund support and;
- The tangible benefits of the project in relation to the objectives of the Foundation.

The Committee may ask for a revised application if there are any issues that require further clarification before making the final decision on a grant. The assessment process will be rigorous but fair; each application will be assessed on its own merits.

SPECIAL AREAS OF FOCUS

For the fiscal year 2017/2018 new objectives have been developed, which are outlined below:

- **EDUCATION:** Special emphasis will be given to the strengthening of science and information and communication technologies (ICTs) in response to the changing technological environment and also upgrades to early childhood institutions to meet the established standards.
- **SPECIAL NEEDS:** Increasing the quality and quantity of facilities serving the special needs communities and increasing the awareness around special needs issues.
- **ENTREPRENEURSHIP FOR SUSTAINABILITY:** Encouraging community self-reliance and empowerment through the implementation of sustainable projects that build life skills or generate income for community members.

Programmes identified by the period will target the following beneficiaries:

- Quality education and ICT development for children, adolescents and youth at the early childhood and secondary school levels;
- Persons with special needs; and
- Youth and community members.

We invite you to submit your project for consideration, by filling out an application form. Kindly use the guidelines detailed below, to assist with such.

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Section 1: Details of Applicant

This section requires information on the applying organization or group. If, other is selected, kindly specify the type or institution. Please take care to complete all sections and to provide up to date contact details for key persons.

Section 2: Project Information

1. **Background of Community:**

In as few words as possible, please describe the community within which the project will be implemented and the main occupations of the residents. Any written format is acceptable including paragraphs and/or bullet points.

2. **Description of Project: (Mandatory)**

Please provide details, on a separate sheet if necessary, related to the specific activities to be undertaken for the project objectives to be achieved. Include outputs expected as well as indicators which are measurable ways of assessing achievements. The outcome/impact should be directly related to the project objective(s).

3. **Belief Statement: (Mandatory)**

Please describe the benefit of the project to the community. List no more than 5 key objectives of the project. These indicators must be measurable during and after the project is completed. Define measurable targets for each objective and the expected date for achieving these targets.

4. **Beneficiaries: (Mandatory)**

Please state the number and type of persons who will benefit directly/indirectly within the next 1-3 years.

5. **Partnerships: (Mandatory)**

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Please provide details of the institutions your organisation will be partnering with to execute the project, stating their names along with the role they will play.

6. **Sustainability: (Mandatory)**

Describe the actions your organization will be taking to continue/sustain the project after the Digicel Foundation's funding has ended. If the project results in increased salaries, equipment or building maintenance costs once completed, please provide an expected operating budget as it pertains specifically to the project and describe how this budget will be met on an ongoing basis. This is a requirement for all applicants especially infrastructural or equipment-based projects. Examples of this would be improvements to Basic Schools which will now require increased insurance, appliance maintenance and building maintenance costs. Where possible, please provide a current Income and Expenditure statement/summary of monthly activities as well as the last 3 months bank accounts. **If entrepreneurial, provide a business plan and expected cash flow for up to 5 years.**

Section 3: Project Financing

In this section please outline the project financing as requested. Please ensure that for all applications taxes, duties, service fees and levies are included. In addition to this summary, please also attach a minimum of 2 full cost estimates from suppliers. It should be noted that where project costs are an amalgamation of several suppliers that it is expected that the applicant will show a complete costing outline using the information provided. At least 2 complete estimates are required. **We encourage applicants to submit as detailed a project budget as possible with your Application Form.**

NOTE: For projects involving the erection or renovation of buildings or permanent structures, the Grantee agrees and shall obtain the requisite **Comprehensive Insurance Coverage** for the newly renovated and/or new building erected by the Digicel Foundation. The Grantee undertakes that it is their responsibility to obtain the requisite insurance and as such shall ensure that upon completion of the Project the said Insurance shall be in place with a reputable Insurance Broker. The Grantee shall no later than seven (7) days after completion provide the Digicel Foundation with a copy of the Insurance obtained.

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Section 4: Authorization

Corporate Confirmation: Your organization must confirm a number of key points relating to the application. The signatories to this application must therefore be senior executives of the applying organization.

Section 5: Attachments

Enclose the following documents which can either be sent by email or to the address above.

- 1) A minimum of 2 professional cost estimates for the full project which is inclusive of all items on the budget. Please note that where several suppliers are required to create a complete estimate, the project assessment team will expect that the estimates will be amalgamated so that the team can easily identify the full project cost and its component costs. Please also attach a summary sheet comparing the totals of each estimate advising which estimate you will be using.
- 2) Endorsement Letters
- 3) Cash flow projection for the project expenditure
- 4) 3 most recent financial records
- 5) Photographs of site/room
- 6) For infrastructural projects please also include
 - a. Copy of lease agreements where applicable for 49 years or more
 - b. Copy land/building title
 - c. Engineering plans
 - d. Letter giving permission to build
 - e. Letter granting permission for approved drawings from MoE and Parish Council

Below are the types of projects that are not allowed within the mandate of the Digicel Foundation.

1. Individuals seeking assistance for personal reasons, this includes scholarships.
2. Sectarian or religious organizations whose services are limited to members of one religious group.
3. Religious programmes.

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4. Endowment funds, development campaigns, or funds directed towards deficit reduction or operating reserves.
5. Fundraising events or sponsorships (walk/run, golf tournaments, sports teams, tickets, tables, benefits, raffles, souvenir programmes, advertising, fundraising dinners, etc.).
6. Trips, conferences, seminars, festivals, and one-day events (unless they are a part of an approved programme activity).
7. Documentaries, videos or research projects/programmes, unless this can be shown to align with the Foundation's funding objectives and criteria directly.
8. Trust Funds.
9. Organizations that channel the funds received to third parties.
10. Organizations formed to combat specific diseases &/or conduct medical research, health-related.