

Section 1: Details of Applicant

Name of Applicant: _____

Type of Applicant : Academic Institution Community Based Organization
 Public Sector Organization Nonprofit Organization Other

Date of Incorporation: _____/_____/_____

Organization's Main Area of Focus: _____

Address : _____

Tel: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

List the Executives/Leadership of the Organization

NAME (First Name & Surname)	Position in Organization	Length of Time In Position

Section 2: Project Information

Project Name: _____

Expected Start Date: ____/____/____

Expected End Date: ____/____/____

Project Address: _____

Town: _____ Parish: _____

Directions to Project: _____

Project Manager: _____

Project Theme: (Please pick (1) one theme from among the list below. Full details of each are explained in guidelines)

Primary School Enrichment Initiative

Sports & Culture

Community Based Micro Enterprise

Environment

Basic School Upgrade - Teachers Skills or Infrastructure

Special Projects

Describe how this project will address the community needs : _____

Project Objectives

Key Objectives Of The Project	Measureable Targets	Completion Date

Target Audience

Approximate number of persons who will benefit from this project

Directly _____ Indirectly _____

Previous Experience

Describe previous projects undertaken : *(include dates, costs, objectives and levels of success)*

Sustainability

Describe your organization's plans to maintain this project:

Section 3: Project Financing

Summary funding required in Jamaican dollars

- A) Amount requested from Digicel Jamaica Foundation: J\$ _____
- B) Amount co-funded by other donors: J\$ _____
- C) Applicants contribution: J\$ _____
- TOTAL PROJECT COSTS (A+B+C): J\$ _____**

Section 4: Authorization

Please provide signatures of two members of your executive

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Section 5: Attachments

Please submit the following items with your application

- Two (2) professional cost estimates for the full project.
(Must include all items on the budget)
- A summary sheet comparing the totals of each estimate, highlighting estimate chosen.
- Endorsement letter(s).
- Cash flow projections.
- Most recent financial statements / Last (3) three months bank statements.
- Photographs of site/room.

For infrastructure projects kindly include:

- Copy of lease agreements or Copy of land/building title.
- Engineering plans.
- Letter giving permission to build from land owner.
- Letter granting permission for approved drawings from applicable ministry.
- Letter granting permission for approved drawings from Parish Council.