

INTRODUCTION

The Digicel Foundation has been in operation since 2004. Since then, we have funded projects that empower the communities within which we operate, thus completing over 100 successful projects.

The main areas funded by the Foundation include Education, Sports and Culture. As of April 2010, the Foundation will be categorizing the way we receive and evaluate prospective projects (Please see heading "Special Areas of Focus" for details).

New objectives have been developed. They are:

- EDUCATION: Achieving 100% literacy by 2015 by employing the use of technology
- COMMUNITY: Encouraging community self-reliance and empowerment through the implementation of sustainable projects that build life skills
- SPORTS AND CULTURE: Empowering our youths by developing life skills through Sports and Culture
- ENVIRONMENT: Promoting "green living" through communities and schools

If your project will aid us in meeting the objectives specified above, 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.

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 islandwide. You may also apply online via our website. If you do not have this template please contact:

Digicel Foundation

10-16 Grenada Way
Kingston 5

Telephone (876) 619-5279 or (876) 619-5963

Website www.digiceljamaicafoundation.org

Email application.foundation@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.

SUBMITTING A PROJECT contd.

ABOUT THE APPLICATION PROCESS

You are invited to submit a completed application form to the Digicel Foundation for further appraisal of your project. The Digicel Foundation (DF) Assessment Panel will carefully evaluate your application and decide on whether or not to offer a grant.

It is important to remember that the assessment panel has the final decision in this regard. The panel 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 Administrative Team. The panel members will assess your application in relation to:

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

The panel 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

We welcome all projects that fall within the themes listed below that broadly meet the objectives stated above.

Theme #1: Primary School Enrichment Centre Initiative

1. The Foundation has partnered with the Ministry of Education to create the Enrichment Centre Initiative and we are now inviting Primary, All Age and Junior High Schools to apply for the creation of Enrichment Centres or sub-centres at their institutions. These centres will be equipped with software, hardware, manipulative instruments and other equipment designed to focus on both children at-risk and those who require enrichment. Teachers will be trained not only to accurately diagnose the needs of students but also to teach each student on a 1 to 1 basis ensuring higher results with the overall objective being to achieve 100% literacy by 2015.
2. To acquire an Enrichment Centre/Sub-centre, each school must identify and designate an area for the Enrichment Room and a teacher/s must be assigned to the Centre full-time and permanently while school is in session.
3. Schools that have low Grade Four Literacy Exam and Grade Four Numeracy Exam passes (below 60%) will be considered. Schools with the lowest passes will receive highest priority.

ABOUT THE APPLICATION PROCESS contd.

Theme #2: Sports and Culture

1. Institutions are hereby requested to send in applications for projects that build self-esteem among our youth through the application of sports and culture initiatives.
2. We are encouraging after school/community groups to apply for this grant such as uniformed groups, drama clubs, debaters, choirs, music, community youth groups etc.
3. In this category, specific project objectives must be stated – what are the key success factors of the project; how will they be implemented and how will they be measured/reported upon.

Theme #3: Environment

1. The Foundation is encouraging schools and other community bodies to apply for grant funding for projects designed not only to reduce their operating expenses as it regards utilities but also to support the collection and processing of plastic waste and recycling of biodegradable substances, for income generation. Each project should also have an educational component included, which focuses on behavioral change for the recipients.
2. Priority will be given to “home-grown” projects; where it can be demonstrated that the students, teachers, parents and volunteers have collaborated on the project.

Theme #4: Community Based Entrepreneurial Enterprise

1. The Foundation would like to receive grant applications that focus on community based entrepreneurial activities that create employment for others, teach a trade/skill for at-risk youths AND can demonstrate income generation within 2-3 years.

Theme #5: Special Projects (All projects not falling under the above categories)

1. The Foundation would like to receive projects that broadly seek to achieve the above stated objectives that do not fall within the previous themes. If selected for further consideration, these projects will have to make a presentation to the Board of the Foundation.
2. A key component of these applications will be sustainability and community impact.

For a list of project types not supported, please refer to the final page of this document.

Section 1: Details of Applicant

This section requires information on the applying organization or group. Please take care to complete all sections and to provide up to date contact details for key persons.

Section 2: Project Information

a) Project Details

- 1) Project Name – try to reflect the essence of the project in as few words as possible
- 2) Project Time Line – please insert the expected start and end dates of the project.
NB: The maximum period for most projects is 12 months.
- 3) Project Address – Where is the project to be located
- 4) Project Manager – Name the individual who will have responsibility for the project.
- 5) Project Theme – Please pick one of the themes as defined above.

Section 2: Project Information

b) Describe how the project will address community needs:

In as few words as possible, please describe the main purpose and components of this project. Any written format is acceptable including paragraphs and/or bullet points.

c) Project Objectives

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.

d) Target Audience

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

e) Previous Experience

Please describe any projects attempted in the past, listing the start dates and source of funds and/or donor agencies. Please also include objectives and levels of success to date.

f) Sustainability

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 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.

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

Please see below the types of projects that are not allowed within the mandate of the Digicel Foundation.

1. Individuals seeking assistance for personal reasons
2. Organizations and programmes designed to influence legislation or elected officials to public office
3. Sectarian or religious organizations whose services are limited to members of one religious group.
4. Religious programmes
5. Endowment funds, development campaigns, or funds directed towards deficit reduction or operating reserves
6. Fundraising events or sponsorships (walk/runs, golf tournaments, sports teams, tickets, tables, benefits, raffles, souvenir programmes, advertising, fundraising dinners etc.)
7. Trips, conferences, seminars, festivals, one day events (unless they are a part of an approved programme activity)
8. Documentaries, videos or research projects/programmes
9. Private Foundations
10. Trust Funds
11. Organizations that channel the funds received to third parties
12. Organizations formed to combat specific diseases &/or conduct medical research