****

# **SECTION A: ORGANISATION’s DETAILS**

|  |  |
| --- | --- |
| **Name of Organisation:**  |  |
| **Address:** |  |
| **Telephone Number** |  | **Official Email Address:** |  |
| **Registration Number** |  | **Date of last Audit:** |  |
| **Date Established** |  | **Auditor’s Name:** |  |
| **Number of Members:** |  |  |  |

|  |  |
| --- | --- |
|  | **1. Details of your governing body or board including names of board or Executive Committee members** |
| **NIN** | **NAME** | **Occupation** | **Position in Organisation** | **Contact** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **2. What are your organisation’s objectives (include your mandate, vision, sector you operate in and Mission Statement)?** |
| **Mission Statement / Vision** |  |
| **Area of Intervention** |  |
| **Objectives** |  |
| **3. Summarize your Organisation’s history. Outline current programs and activities and main beneficiaries. Highlight accomplishments of your Organisation.** |
|  |

|  |
| --- |
| **4. If you received have previously received funding from Government. If yes, please specify amount and purpose.** |
|  |

|  |
| --- |
| **5. What are your organisation’s major sources of funding?**  |
|  |

# **SECTION B: PROJECT NARRATIVE**

|  |  |
| --- | --- |
| **Project Title:**  |  |
| **Project Location:** |  |
| **Project Start Date:**  |  | **Project End Date:** |  |
| **Total Budget Requested:** |  |  |  |
| **Project Coordinator:** |  |
| **Total Budget Requested** |  |

|  |
| --- |
| **6PROJECT SUMMARY, GOALS AND OBJECTIVES** ***This section should contain a clear and specific statement of what the proposed project will accomplish. It should include the problem statement, project rational, goal, objectives, outputs, activities and expected outcomes.*** |
|  |
| **6.1 Problem Statement: *Provide brief analysis of the issue your project aims to address. Substantiate with research data, statistics with clear references / sources.*** |
|  |
| **6.2 The Rationale of the project: *(This should explain the reasoning behind the need for the proposal. Demonstrate the relevance of the proposal to the problem identified. It should also explain the reasons and interest of developing a partnership with other organisations such as government agencies, NGOs or community organization for the project implementation.*** |
|  |
| **6.3 The specific Goal of the project *(What will be achieved at the project end)*** |
|  |
| **6.4 The Specific Objectives of the project proposal**  |
|  |
| **6.5 The Specific Outputs that the project aims to produce** |
|  |
| ***6.6* The Specific Activities the project will conduct *(How the activities will provide the desired solutions?)*** |
|  |
| ***6.7* Beneficiaries of the Project *(who are they, how many, how will this project contribute to their development and self-sufficiency* - *200 words maximum)*** |
|  |

|  |
| --- |
| **6.8 Expected Outcomes *(The measurable changes that will have occurred by the end of the project)*** |

|  |  |
| --- | --- |
| **Outcomes**  | **Indicators** |
|  |  |
|  |
|  |
|  |  |
|  |
|  |
|  |
|  |  |
|  |
|  |
|  |

|  |
| --- |
| **6.9 State the National Strategic Priority /Sustainable Development Goals (SDGs) which aligns to your project** |
|  |

|  |  |
| --- | --- |
| **7.** **PROJECT BUDGET & IMPLEMENTATION PLAN** |  |
| ***The project Implementation Plan indicates the sequence of all major activities and implementation milestones, including targeted beginning and ending dates of the project for each step. Expand the table rows as appropriate for your project.***  |  |
| **Project Outcome:** |  |  |
| **Specific Objective 1 :**  |  **Holistic Development of the person.** |  |
| **Outcomes:** |  **Improved Family Life** |  |
| **Expected Outputs:**  | **1,000 students exposed**  |  |
| **Activities (specify each activity)** | **Education for Budget management** | USE AS EXAMPLE ONLY |
|  | **Resources needed for each activity** | **Unit cost** |  **Total Amount**  | **Sources of Funds** |  **Total Funded by National Grant**  | **Time lines** |
| 1.1. Classroom Teaching at 3 post Secondary (Anse-Royale, Anse Boileau & Pointe Larue) | Stationaries | 1000\*3 |  3,000.00  | **National Grant** | **3,000.00**  |  **Q1 (Jan-Mar)** |
| Leaflets | 1000\*3 |  3,000.00  | Partly NGC & Co-funded |  **-**  |  Q1 (Jan-Mar) |
|   |   |   |   |  |   |
| 1.2 Parents Development session \* 2 session for 200 parents |  Stationeries | SR1500\*2 |  3,000.00  | National Grant | **3,000.00**  |  Q1 (Jan-Mar) |
| Educational material | 200\*SR100\*2session |  40,000.00  | National Grant | **40,000.00**  |  Q1 (Jan-Mar) |
|  Refreshments | SR175\*200\*2 |  70,000.00  | National Grant | **70,000.00**  |  Q1 (Jan-Mar) |
| 1.3 Holiday Youth Session (April & August Holiday) for 100 students (one week each) |  Venue | 5\*SR1000\*2 |  10,000.00  | Other Sponsorship/Co-Funding | **7,500.00**  | School Holidays |
| Refreshments | 100\*SR50\*5days\*2 |  50,000.00  | National Grant | **50,000.00**  | School Holidays |
| Stationeries | 1500\*2 |  3,000.00  | Organisation Contribution |  **-**  |  Q1 (Jan-Mar) |
| **SUBTOTAL** |  |  | **182,000.00**  |  | **173,500.00**  |  |
|   |  |
| **Specific Objective 2 :**  |  |  |
| **Outcomes:** |  |  |
| **Expected Outputs:**  |  |  |
| **Activities (specify each activity)** |  |  |
|  | **Resources needed for each activity** | **Unit cost** |  **Total Amount**  | **Sources of Funds** |  **Total Funded by National Grant**  | **Time lines** |  |
| 2.1: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|   |   |   |   |   |   |  |
| 2.2:  |   |   |  |   |   |   |  |
|   |   |   |   |   |   |  |
| **SUBTOTAL** |  |  |  |  |  |  |  |
| **Project Coordinator** | 10000 \*12 |  **120,000.00**  | National Grant | **120,000.00**  |  |  |
| **ADMINISTRATIVE COSTS (May not be more than 10% of the total requested from National Grant)** |  |
|  | **Resources needed for each activity**  | **Unit cost** |  **Total Amount**  | **Sources of Funds** |  **Total Funded by National Grant**  | **Time lines** |  |
|  | **Telephone/Internet** | **1,266.00 x 12** |  **15,192.00**  |   |  **15,192.00**  |   |  |
|  | **Printing & Photocopies** |  **360.00 x 4** |  **1,440.00**  | National Grant |  **1,000.00**  |   |  |
|  | **Communication** | **300.00 x 4** |  **1,200.00**  |   |  **200.00**  |   |  |
|  | **Stationeries** |  **900.00 x 12** |  **10,000.00**  |   |  **10,000.00**  |   |  |
| **SubTotal** |  |  |  **27,832.00**  |   |  **26,392.00**  |   |  |
| Total Project Cost  |  **329,832.00**  |  |  **319,892.00** |   |  |

|  |
| --- |
| **8. BUDGET SUMMARY*The budget should be realistic and include all costs associated with managing and administering the project. The grant should be used only for costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the project proposal. Administrative Costs should not be more than 10% of the total requested from National Grant*** |
| **PROJECT/PROGRAM DIRECT COSTS** |
| **Objectives Number and name** | **Total Cost** | **Requested Grant Amount** | **Organisation's Contribution*****minimum 10% contribution towards the project either in cash or in kind*** | **Indicative Co-Funding*****provide details of the source and the amount of the co-finance*** |
| **Objective 1** |  |  |  |  |
| **Objective 2** |  |  |  |  |
| **Objective 3** |  |  |  |  |
| **Project Coordinator** |  |  |  |  |
| **Administrative Costs** |  |  |  |  |
| **Grand Total** |  |  |  |  |

|  |
| --- |
| ***9.* METHODOLOGIES & IMPLEMENTATION STRATEGY*Briefly describe what mechanisms/ strategies will be put in place to ensure successful implementation of the project*** |
|  |

|  |
| --- |
| **10. RISKS to SUCCESSFUL IMPLEMenTATION and mitigation measures *Identify and list the major risk factors that could result in the project not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (e.g changes to laws or regulations).*** |
| ***Risk/Factors*** | ***Risk category*** ***(e.g. political, social, economic, technological, environmental, legal)*** | ***Potential level of impact (e.g. low, medium, high)*** | ***Risk mitigation measures*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **11. PROJECT SUSTAINABILITY AND LONG-TERM IMPACT *Provide an explanation how this project will continue and sustain itself logistically and financially after the Government provided grant term is over. Describe approaches and methods for ensuring the sustainability of the project and the possibility for replication or scaling-up.*** |
|  |

|  |
| --- |
| **12. ADVOCACY & COMMUNICATIONS** ***How will the project use communications and public education as tools towards achieving results? For example, organisation of public events, publication of news announcements etc.*** |
|  |
| **13. BUSINESS BANK DETAILS** |
| **BANK NAME** |  |
| **BANK ADDRESS** |  |
| **ACCOUNT NAME** |  |
| **BANK ACCOUNT NUMBER** |  |

# **GRANT APPLICATION CHECKLIST FOR SUBMISSION**

**SUBMISSION OF MANDATORY SUPPORTING DOCUMENTS**

# Before you submit your application via the online portal, please ensure that you attach **ALL** the mandatory supporting documents, listed below:

#

|  |  |
| --- | --- |
|  | **CHECK** |
| 1. Copy of the Organisation’s Certificate of Registration
 |  |
| 1. Copy of Identification documents of key office bearers of your Organisation (Chairperson, Vice-Chairperson, Treasurer, Secretary)
 |  |
| 1. Certified Copy of Audited Financial Statements for 2019
 |  |
| 1. Confirmation of Bank Account
 |  |
| 1. Project Budget and Implementation Plan
 |  |

The Audited Financial Statement must be from a certified and licensed auditor and must contain the following:

* **Auditor’s Report**
* **Income statement**
* **Cash flow statement**
* **Balance sheet (assets and liabilities)**
* **Notes to the financial statements**

**IMPORTANT NOTE: Grant applications that are incomplete or submitted later than the imposed deadline or that do not meet the eligibility criteria or do not follow these instructions would be automatically rejected.**

**APPENDIX B: EXCLUSION LIST**

**Government Grant Funding Exclusion Guidelines**

The funds for National Grants is to help support the development work of NGOs through social projects/programs, geared towards addressing the country’s national priorities and the achievement of the Sustainable Development Goals (SDGs). Funding will only be considered towards project proposals rather than funding administrative operations. This exclusion list is aimed at guiding NGOs on projects/programs that are eligible for the Government Grant Funding.

Therefore, the National Grant Funding **SHALL NOT SUPPORT:**

1. Organisations that are not legally registered;
2. Organisations that have been in existence for less than one year or does not have financial statements of the preceding year;
3. Organisations that are for-profit;
4. Organisations that would like to use Government Grant Fund to make grants;
5. Proposals that do not benefit the wider community;
6. Individuals, or organisations applying on behalf of another or other individuals;
7. Organisations that already have an active grant with the National Grant Funding body (National Grants Committee) unless applying through a separate call (in case a second call is authorized).
8. Retrospective funding: costs that have already been incurred or work already delivered;
9. General fundraising appeals, letters requesting donations and other non-specific funding requests;
10. Proposals that the work target the property or that are mainly about equipment or other capital items, including the renovation or conservation of buildings or habitats;
11. Routine repairs and minor improvements to community buildings;
12. Landscaping or equipment for playgrounds, parks or recreation areas;
13. Purchase of vehicle or commercial equipment;
14. Websites, publications or seminars, unless part of a wider proposal;
15. Overseas travel (including expeditions, adventure and residential courses, conferences and exhibitions unless part of a bigger project;
16. Proposals that favour or promote directly or indirectly a religious belief;
17. Proposals that benefit people living outside Seychelles;
18. Academic research, pilot projects, surveys, scholarships, bursaries, scholarships, conferences or any kind of student fees;
19. Repayment of prefinance / loans granted by another agency;
20. One-off holidays, residential, trips, exhibitions, festivals, concerts, events etc.;
21. Sports and leisure (where there isn't a strong socio-economic focus);
22. Costs of printing not associated with programmes supported by the National Grant
23. Commercial ventures and marketing;
24. Contribution of general administrative purposes and recurrent budget. Any budget for staff has to be project-related;
25. The 13th month salary and staff welfare;
26. Awards and trophies; and
27. Taxes, insurance cover, audit fees and contingencies.

**Appendix C:**

**National Grants Committee**

**Project/Program Proposal Evaluation Grid**

|  |  |
| --- | --- |
| **Project Title:**  |  |
| **Applicant:**  |  |
| **Date evaluated:** |  |

|  |  |
| --- | --- |
| **Project Format and Completeness of submission** | **Score** |
| 1. *Is the organisation eligible under the funding Cycle? Is it a registered Not-for-profit and in good standing with the Registrar of Associations?*
 | ***/5*** |
| 1. *Has the organisation submitted the completed application form and all mandatory documents?*
 | ***/5*** |
| 1. *Has the application been submitted before the deadline?*
 | ***/3*** |
| 1. *Is the CSO’s mandate and functions aligned with its choice of SDG to be implemented? Note, it is necessary to establish whether the applicant has proven experience executing small projects, has the ability to write narrative and financial progress reports.*
 | ***/5*** |
| 1. *Does the project follow the given format?*
 | ***/2*** |

|  |  |
| --- | --- |
| ***Total Score***  | ***/****20* |

|  |  |
| --- | --- |
| ***Project Eligibility*** | ***Score*** |
| 1. *Methodology and approach of the proposed project. Does the project proposal contribute to any of the listed SDGs and addressing national issues. Does it fill a gap or does it duplicate the government’s efforts?*
 | ***/****5* |
| 1. *Does the project have a rational approach? It is needs-based; market research has been undertaken. Target beneficiaries have been sampled.*
 | ***/****5* |
| 1. *Are the project objectives and indicators clearly defined?*
 | ***/****10* |
| 1. *Does the project have a partnership and collaboration element, which will incorporate other NGOs, community and other national stakeholders?*
 | ***/****5* |
| 1. *Will the project provide tangible results/ impacts on the beneficiaries and towards national development*
 | ***/****10* |
| 1. *Innovative use of the grant facility (e.g. to leverage additional funds and sustenance of activities in the long-term)*
 | ***/****5* |
| 1. *Implementation Plan and schedule of activities*
 | ***/5*** |
| 1. *Is the Implementation Plan and itemised budget included?*
 | ***/5*** |
| ***Final Score***  | **/*50*** |
|  |  |
| ***Resources / Project Management Capacity*** |  |
| 1. *Does the NGO have a reasonable record of good project management practices? Does the applicant have experience, credibility and good governance (transparency, accountability, acceptance from the target group and have previous experience in the field)?*
 | ***/10*** |
| 1. *All CSOs have resource and capacity issues (people and time) so evaluate whether the CSO has at least one dedicated person to lead the project to attain its goal*
 | ***/10*** |
| 1. *Is the project budget feasible and line items well calculated and balanced out for the project implementation? Is the Association matching funding and/or in-kind support offered?*
 | ***/10*** |
| **Total Score**  |  ***/30*** |

**NB: Project/program proposal must score 60% above to be considered eligible for grant.**

**FINAL SCORE …………… /100**

**FINAL RECOMMENDATIONS**

**……………………………………………………………………………………………………………………………………....................**

**……………………………………………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………….**

**COMMITTEE MEMBER’s NAME…………… SIGNATURE…………………………………......**

**COMMITTEE MEMBER’s NAME…… SIGNATURE…………………………………......**