



## 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 300 successful projects.

The main areas funded by the Foundation include Education, Special Needs and Community Development. As of February 2012, 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 employing the use of technology.
- **SPECIAL NEEDS:** Increasing the quality and quantity of facilities serving the special needs communities and increasing the awareness around special needs issues.
- **COMMUNITY DEVELOPMENT:** Encouraging community self-reliance and empowerment through the implementation of sustainable projects that build life skills or generate income for community members.

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

**Digicel Foundation**  
14 Ocean Boulevard, Kingston  
Telephone (876) 619-5500 or (876) 619-2300  
Website: [www.digiceljamaicafoundation.org](http://www.digiceljamaicafoundation.org)  
Email: [dfapplications@digicelgroup.com](mailto:dfapplications@digicelgroup.com)



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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.

It is important to remember that the Project Approvals Committee has the final decision with regards to making Board recommendation 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**

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

#### **Theme #1: Primary School Enrichment Centre Programme**

1. The Foundation has partnered with the Ministry of Education to create the Enrichment Programme and with USAID to expand it. 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 the 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.



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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; the school population must also be above 300 students.
3. Schools with populations below 300 students are eligible for a Mobile Enrichment Cart, which is a 4ft high wheeled cart equipped with the technology items which have proven most effective in the Enrichment Centres and allows for creative use of space in smaller institutions.
4. Schools that have low Grade Four Literacy Exam and grade Four Numeracy Exam passes (between 30% - 60%) will be considered. Schools with the lowest passes will receive highest priority.

### **Related Education Theme: Project 1000**

1. Institutions are hereby requested to send in applications requesting computers/laptops for an Early Childhood Institution or Primary School.
2. This is a matching grant and as such, applicants will be required to state how many computers/laptops your organization will be able to provide that will need matching.
3. The Foundation will match up to 2 computers/laptops per school.

### **Theme #2: Special Needs**

1. The Foundation has embarked upon a multi-year programme with several partners to create ten (10) Centres of Excellence in Special Needs as well as provide training for teachers, caregivers and parents to increase the quality of care offered.
2. The Foundation invites applications and/or proposals which seek to introduce innovation and use of technology to aid in the delivery/provision of quality care to these Special Needs partners and institutions.

### **Theme #3: 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.

#### **Youth and Community Entrepreneurship with a focus on:**

- Small scale entrepreneurship projects in agriculture, agro-processing, technology, innovation, inner-city/urban improvement, environment management.
- Development of innovative technology solutions for addressing a community or national issue

#### **Community Development with a focus on:**

- Sports for development projects with special emphasis on sustainability and impact on youth
- Sustainability projects – emphasis on those projects that need assistance in becoming sustainable



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### 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 as well as complete the section on how you heard about the Foundation.

## Section 2: Project Information

### 1. Project Details

- i. Project Name- try to reflect the essence of the project in as few words as possible, this name is also used by default on the project sign or project plaque should your project be approved.
- ii. Project Time Line- please insert the expected start and end date of the project.  
*NB: The maximum period for most projects is 12 months*
- iii. Project Address-Where is the project to be located.
- iv. Project Manager- Name the individual who will have the responsibility for the project.
- v. Project Theme- Please tick one of the themes as defined above.

### 2. 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.

### 3. 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.

### 4. Target Audience: (Mandatory)

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



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5. **Project Details: (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).

6. **Previous Experience:**

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

7. **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 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.**

For Project 1000, please outline how many computers are being requested by your institution from Digicel Foundation as well as how many are being funded by other donors. It should be noted that this is a matching grant and so counterpart contribution is generally required.

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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. 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/run, golf tournaments, sports teams, tickets, tables, benefits, raffles, souvenir programmes, advertising, fundraising dinners, etc.).



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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, unless this can be shown to align with the Foundation's funding objectives and criteria directly.
9. Trust Funds.
10. Organizations that channel the funds received to third parties.
11. Organizations formed to combat specific diseases &/or conduct medical research, health-related.