NEW ZEALAND EMBASSY, BEIJING

HEAD OF MISSION FUND (HOMF) CHINA APPLICATION FORM

Note: This programme is designed to assist small, village-level projects with grants of around NZ\$12,000. Please refer to the separate guidelines detailing purpose of fund and criteria.

<u>A</u> <u>INTROD</u>	UCTORY DETAILS			
Name of project	:			
Project location (name, how far from main cities, a simple map if available):				
	<u> </u>			
(Suggested star	ting date: three months after the application deadline)			
Start date:	Completion date:			
Amount of fundi	Amount of funding sought (specify currency):			
Name of applica	ınt:			
Address of applicant (provide Chinese address if located in China):				
Postal Code:				
Telephone:	Facsimile:			
Email address:				
	al contact person:			
Name of implem	nenting agency/organisation (if different from applicant):			
Address of imple	ementing agency:			

Registration number (if applicable):	
Please provide background on the applicant and/or implement including the relationship between the two:	nting agency if applicable,
Other projects the applicant and implementing group has bee funded by New Zealand Aid Programme):	en involved with (especially
Activity (name and date)	Donor
B INFORMATION ABOUT THE PROJECT	
Type of project:	
Who will manage the project (e.g. Project Coordinator) and p Name:	rovide an acquittal?
Is this an existing project or a new project? Explain.	

Background to the project (e.g. details of local conditions relevant to the project such as climate, social-economic conditions, number of people, income sources and per capita income)
Do you have support from the national, provincial and/or local government for the project? If so, provide details:
Describe the project. What are the project's objectives and how will these be achieved?

Please give the rationale for the project. Why is the project needed? (refer to the guidelines and eligible activities).			
Who are the project beneficiaries, how many? How will they benefit from the project? (In particular how will women and girls in this community benefit from the project)			
How many people will participate in the project? Please detail the breakdown of men, women, boys and girls. If the project relates to training, please provide a separate list of names of those to be trained, and/or detail how they will be selected.			

How will they participate?			
outlinin	g tasks,	an implementation plan for the p inputs and timeframes) in the below plan (Show key tasks)	roject (i.e. an activity programme format or attached separately.
Start Date	End Date	Task	Inputs required
Describ how yo	pe any pr u will mir	oblems that might arise during the in nimise them:	nplementation of this project and

Once the project activity is complete who will take responsibility for future costs and maintenance?

 	 	

C PROJECT RESOURCES AND FINANCING

Please provide a budget for the project including details of proposed expenditure of the New Zealand contribution, the local (Chinese) contribution or input, and contributions from any other source. Please attach the budget separately or detail in the below table.

Activity/Input	Cost*
(e.g. labour, transport, materials)	(in local currency)
	(III local currency)
New Zealand Contribution:	
Total	
Local Contribution:	
Total	
Contribution from other sources: (please specify)	
Contribution from other sources: (piease specify)	
Tatal	
Total	
TOTAL BUDGET IN LOCAL CURRENCY:	
AMOUNT IN NEW ZEALAND DOLLARS:	

Have you requested assistance from any other sources? If yes, please provide details:

 			

Please provide details of the bank account into which the New Zealand contribution should be made, if your project application is successful. Please note: Any New Zealand funding must be paid to the account of the applicant/implementing organisation and not into an individual (personal) bank account.

Banking details (if in China this must be provided in Chinese):

[If the bank account details are changed after the presentation of your application, please advise the New Zealand Embassy of the new one as soon as possible.]

D OTHER CONDITIONS

The project implementing agency and applicant will provide the New Zealand Embassy with a report on the use of funds and giving details of the achievements within two months of completion of the project. For projects lasting over six months, a brief six monthly progress report should also be submitted.

Officers from the New Zealand Embassy will probably wish to visit the project during travel to the provinces.

Any queries should be directed to the Development Assistance officer at the New Zealand Embassy in Beijing. Contact details are:

New Zealand Aid Programme Officer New Zealand Embassy No.3 Sanlitun Dongsanjie Chaoyang District Beijing 100600 People's Republic of China

Telephone: (86) 10-8531 2700 Facsimile: (86) 10-6532 4317

E-mail: beijing.enquiries@mft.net.nz

<u>E</u> **FINAL CHECKLIST**

Have you:

- a.
- Completed all sections of the form correctly and truthfully? Enclosed quotations/invoices/purchase orders for the materials or equipment you seek? Attached lists of names for project participants? Have you signed below? b.
- C.
- d.

Application submitted by:			
Name	Title		
On behalf of (organisation):			
Signature	Date		