New Zealand High Commission
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KINGDOM OF TONGA

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Office Use Only	*Date Received*	*Date Reviewed*	*Outcome*

HOMF APPLICATION FORM

Project Title:	

1. INFORMATION ABOUT THE APPLICANT ORGANISATION

1.1	Organisation Name:					
1.1.1	Village:		District:		Island Group:	
1.1.2	Contact Person:					
1.1.3	Address:					
1.1.4	Phone Number(s):					
1.1.5	Email Address:					

1.2 Organisation Membership

Number	**Men**	**Women**	**Boys**	**Girls**

1.3 Organisation Leadership

Position	**Name**

1.4 What is the purpose of your organisation and how long has it existed?

1.5 Other projects the group has received funding for (especially from the New Zealand Government)

Activity (name and year)	Donor	Amount

2. INFORMATION ABOUT THE PROJECT

2.1 Project background

Consider: How has the project come about? What needs it will be meeting? Who has been consulted in determining the need for this project?

2.2 Project description

Consider: Describe the project, including objectives (e.g. increase community awareness of climate change and impacts of flooding) and activities (e.g. 3 community workshops) to be undertaken.

2.3 Project outcomes

Consider: What specific outcomes are expected from the project (e.g.20 women will attend community workshops on climate change and be able to reduce the impact of flooding in their villages)? These outcomes are what you will be expected to report against. How will the organisation monitor progress against outcomes?

2.4 Stakeholder identification and participation

Consider: Who is the project aimed at helping (e.g. numbers of people, location, social economic status etc.)? What groups have been consulted in the development of the project? How will the proposed beneficiaries and other stakeholders be involved in the planning and implementation of the project?

2.5 Gender (if relevant)

Consider: Are the interests of different gender groups included in the project?

2.6 Environmental Impact (if relevant)

Consider: Will this project adversely affect the environment? If so, what strategies are being undertaken to counter this?

2.7 Time-frame

Consider: Over what period will the project operate? Attach a timeline if the project is to be staged or longer than a year.

2.8 Risks

Consider: What risks has your organisation considered? (such as land use, training, technical assistance, equipment, personnel) How will these risks be managed?

2.9 Other similar projects

Consider: Are other organisations undertaking a similar project that the target group is able to access? If yes, please detail.

3. BUDGET

3.1 Contributions from your organisation

Consider: Cash and in-kind contributions. If contributing cash, please provide a bank statement demonstrating proof of group funds. If you require more space, please attach additional page.

Item	Value
Total contribution from your organisation	

3.2 Contributions made by other organisations to the project

If you require more space, please attach additional page.

Item	Organisation	Value
Total contribution from other organisations		

3.3 Budget items requested from the Head of Mission Fund

Provide details of Labour, Materials, Equipment and other items. Please attached itemised quote/invoice for requested items

Item	Value
Total amount requested under HOMF	

3.4 Total project budget

Items	Value
Table 5.1 - Contributions from your organisation	
Table 5.2 - Contributions from other organisations	
Table 5.3 - Budget items requested from NZHC	
Total cost of the project	

3.5 Additional Budget Information

Provide any additional budget information, such as applications for funding that have yet to be confirmed from other organisations for this project.

4. PROJECT RESOURCES AND FINANCING

4.1 Do you have enough land for the project?

Yes ☐ No ☐

Please attach a letter from the land owner granting approval for use of land if required.

4.2 Tools/equipment/materials required

Consider: What do you need and how do you propose getting them?

4.3 Who will provide labour for the project?

5. SMALL CONSTRUCTION PROJECT

If your project involves small construction work, please provide a simple project design with material cost calculations for the various components of the whole project on a separate sheet.

6. APPLICATION ENDORSEMENT

Although not compulsory, letters of support from relevant government agencies, or stakeholders for your project will enhance your application. These should be done on an official letterhead paper or letterhead.

7. FINAL CHECKLIST:

Have you:

- **a.** Completed all sections of the form correctly and truthfully?
- **b.** Enclosed quotations/invoices/purchase orders for the materials or equipment you seek?
- **c.** Attached any other required documents (such as letters of support)?
- **d.** Signed below?

Application submitted by:

Name:	
Title:	
Signature:	
Date:	

If you require assistance completing this form, please contact the New Zealand High Commission on 23 122 and ask to speak with the Head of Mission Fund Administrator.