# **NEW ZEALAND EMBASSY, BEIJING**

### **DEVELOPMENT PROJECT FUND**

# **APPLICATION FORM**

# I. INTRODUCTORY DETAILS

1. Name of the project:				
Name of the applicant:				
Location of the project:				
2 Funding requested from N Amount provided by other Total budget for the projec	agencies - Ic			):
[Maximum New Zealand Aid	Programme g	grant per project	is NZ\$100,000]	
3 Has the applicant receive	d New Zeala	nd ODA funding	before?	
If funding has been received,	please give	details, funding d	lates and reports due/sul	omitted:
Project	Amount	Date received	Report due/submitted	

4 Endorsing agency (for example designated DOFCOM)
Name and address:
Principal Contact:
Email address:
Telephone number (s):
Mobile (hand phone):
Fax number:
Bank account details (including account name, account number, bank name, bank address, bank SWIFT number and account currency):
II BACKGROUND DETAILS
1 Has the applicant relevant experience working on similar projects to the one for which New Zealand Aid Programme funding is requested?
If "partially" or "no" how will the relevant expertise be obtained?
2 Do you have the support of the provincial or local government?
3 Is the project an existing project or a new project?
If the project is an existing one, explain why the funds are needed:

4 What are the purposes and objectives of the project? Please explain how the proposal is consistent with the objectives and eligible activities of the Development Project Fund (please refer explicitly to the guidelines for this programme)
5 Explain how the project is consistent with the provincial or local government strategic development outcomes and operating principles:

## **III PROJECT DETAILS**

- 1 Describe the project target region or community, please include relevant information about:
- Population, status of health, poverty, education, roads and services, environment, income sources
- Distance from township/county/prefecture
- Rationale of the project (why is assistance needed)
- How the project was developed and who was involved
- Intended development outcome of the project (e.g. how the project will contribute to beneficiaries' ability to generate income)

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	Women	Men	Girls	Boys
Numbers				

### Households (if applicable)

	Village 1	Village 2	Village 3	Village 4
Number of				
Households				

- (a) Describe backgrounds of beneficiaries. Please include information about: levels of education and literacy, health, income sources, ethnicity, per capita income and other relevant information
- (b) Who are the beneficiaries (tick appropriate categories)?

..... Disadvantaged people ..... Poor people (below \$1 a day)

..... Disabled people ..... Ethnic minorities

..... Young People ..... Communities in remote areas

- (c) How were the beneficiaries involved in the planning of this project? How will the beneficiaries be involved in the implementation of the project? Describe the role of beneficiaries after project completion.
- 3 What are the expected development impacts of the project? Please provide a general explanation of the impact of the project on local community development and beneficiaries' livelihoods.

(b) Once the project is completed what are the ongoing costs associated with the project? Who will be responsible for on-going costs and maintenance and how will these be managed?
Qualifications, skills and experience:
Person's name and title:
(a) Who will manage the fund and account for the proper use of the grant? Does this person have the necessary qualifications/skills/experience to undertake the task?
4 Financial management:
Possible negative impacts and how these will be managed:
Positive impacts:
(b) Will the project have any impact on the environment, either positive or negative? Please provide details, for example, if the application is for water wells in an arid region, how will you manage the level of water in the wells? If it is for a piggery project, how will the waste be managed?
and recar community. If so, new those will be managed.
Might the project have any negative impacts on women's lives or gender-related issues in the local community? If so, how these will be managed?
Positive impacts:
(a) Explain how the gender issues will be addressed in this project and the potential impacts of the project on women's lives, including their ability to generate income.

- 5 Risks and risk management
- (a) What are the major risks or anticipated challenges that might affect the successful implementation of the project? These may include, for example, difficulties in securing other sources of funding, inflation or cost increases, unfavourable weather conditions, potential breakage, theft or maintenance costs for equipment.
- (b) What measures will you take to manage these risks?
- 6 Other: please include here any other information you consider important to the application.

## IV Pre-conditions for funding:

Unless the pre-conditions below are met, New Zealand Aid Programme funding will not be granted:

Pre-conditions	Yes	No
Provision of local contribution from beneficiaries and/or local government through supply of cash, labour and/or local materials		
Allowance for ongoing maintenance costs associated with any equipment purchased evident in the budget.		
Endorsement of local county/provincial government to ensure consistency with national development plans.		

### V Other conditions

- 1 Reporting: The project applicant agency and the endorsing agency must provide the New Zealand Embassy with a report on the achievements of the project and a detailed account of the use of funds. A reporting and payment schedule will be included in the grant funding arrangement.
- 2 Representatives of the New Zealand Embassy in Beijing are likely to visit the project during travel to the provinces.

## VI CERTIFICATIONS/ENDORSEMENTS

1 Signature of representative of the applicant agency:
I hereby certify that the application form has been fully completed and the required attachments enclosed:
Signature:
Name:
Title:
Date:
2 Signature of the endorsing agency, namely Department Of Commerce (DOFCOM):  I hereby certify that the proposal is in line with China's development plans and that any
relevant follow-up, including a completion report for the New Zealand Embassy, will be undertaken by DOFCOM.
Signature and official seal:
Name: Date:

# **ORGANISATION PROFILE**

# 1 General Information

Name of the organisation:
Registration number (if registered):
Physical address:
Postal address (if in China this must be provided in Chinese):
Postal Code:
Main contact person:
Name:
Position:
Telephone number:
Facsimile number:
Email address:
2 Organisation profile
Brief description of the applicant agency (brief history, organisation structure, purpose of the organisation, etc)
Details of any links to national/provincial/county or international organisations:
National:
Provincial:
County:

Other local NGO and/or international N	NGO:				
Briefly outline any projects supporte Programme) in recent years:	d by donors	(including	by New	Zealand	Aid
Activity or project	Date	]	Donor		
3 Financial information					
Banking details of the applicant agence	y (if in China t	this must be	e provided	d in Chine	ese):
Account name:					
Name of bank:					
Address of the bank:					
Account number:					
Bank SWIFT number:					
Account Currency:					
What are the applicant's main source(s	s) of funding?				
Does the organisation undertake fundr	aising activiti	es?			
If yes, how much was raised in the last	t financial yea	ır?		RMB	
State your expenditure in the last finan	ncial year:			RMB	

Please provide a brief explanation of the project monitoring and management systems you have in place for managing New Zealand Aid Programme funding.
Signed by:
Name:
Position in the organisation:
Date:

### Attachment 1

Implementation plan: A detailed implementation plan <u>must</u> be attached to the proposal and should include the following details:

- A **detailed** work plan listing all the activities (in sequence) that will be undertaken to achieve the stated outcomes
- When the activities will be undertaken (start date) and completed (end date).
- Who will be responsible for the activities (note qualifications, skills and experience of the person).

### **DEVELOPMENT PROJECT FUND: IMPLEMENTATION/WORK PLAN**

Activity	Start date	End date	Person responsible for activity/task	Qualifications skills experience	

### Attachment 2

Budget: A detailed budget <u>must</u> be attached to the proposal and should include the following details:

- The budget must relate to your implementation plan.
- The budget must outline **in detail** those funds requested from New Zealand Aid Programme and other sources (including local contribution). Funding from other sources must be itemised and include all costs (such as transport, cash, materials, labour).

### **DEVELOPMENT PROJECT FUND: BUDGET**

Items	Source of funds (NZ,, local contribution or other)	Quantity	Unit price	Total			
Total budget							

Last updated October 2011

New Zealand Embassy BEIJING