NEW ZEALAND HIGH COMMISSION
TE AKA AORERE
PORT VILA

APPLICATION FORM – NEW ZEALAND HEAD OF MISSION FUND

This application package provides information on the New Zealand High Commissioner's **Head of Mission Fund (HOMF)**, which is a small grants scheme that enables the New Zealand High Commission in Vanuatu to support activities which meet Vanuatu's development needs, consistent with the New Zealand Aid Programme/Vanuatu development strategy.

Funds are limited and only the best proposals will receive assistance. The decision of the New Zealand High Commission is final and is not subject to an appeals process.

HOMF projects can be forwarded to the New Zealand High Commission throughout the year. However, HOMF projects are considered in three meeting rounds, which take place in April, August and December of each financial year. All applications must be received on the last Friday of March, July and November.

Eligible Activities or Projects

HOMF is primarily aimed at supporting small-scale community based development projects and activities. Recipients will normally be non-government organisations, schools and community groups engaged in development activities on a not-for-profit basis. Attention is also given to income generating activities for the community.

The maximum grant for a single activity is 700,000 Vatu.

Priority to income-generating activities will mainly focus on those projects which have substantial input from communities. The more work, money, time and effort put into the project, the greater the possibility that it will be approved for funding.

Priority Areas for Support

Priority will be given to activities or projects:

- have clearly stated objectives and a sound implementation plan;

- that enhance gender equality and increase the equitable participation of women in development;
- that target assistance to the disadvantaged which may include people with disabilities, young people, and communities in remote areas who have not otherwise received assistance;
- where the applicants are making a significant contribution themselves in labour, transport, materials, and/or cash;
- that encourage and facilitate self-help through active participation of beneficiaries in the identification, design and implementation of the project;
- that employ sound environmental and ecological practices; and
- that are self-sustaining

Activities or items that we cannot support include:

- activities that promote political, religious or evangelical activities
- requests for donations
- Events such as workshops, conferences, or trainings
- applications for individual student scholarships
- individually owned businesses (including family owned business or projects)
- domestic and international airfares for local and overseas conference attendance
- on-going funding of recipients' operational/organisational costs such as wages and salaries, office items and communications
- repeat funding of the same activities, which would not preclude the same organisation receiving funding, but such funding would have to be for a new activity or programme
- motor vehicles, , grass cutters, boat and engine, lap tops, computers, televisions, livestock or other goods/services commonly subject to theft, misuse, conversion, disease or damage

*** Grants will not be provided to individuals.**

Application process

- Obtain an application form from the New Zealand High Commission in Port Vila (address below)
- Once you have completed the application send it directly to us and make sure you have the following supporting information;

1. support of the provincial office.
2 invoices/purchase orders from suppliers of goods and services to the activity where relevant;
3 signed by a responsible member of the applying organisation; and
- sent to:

High Commissioner (HOMF)
New Zealand High Commission
PO Box 161
PORT VILA

- For further information on the HOMF, you can contact:

Joel Jonas – HOMF Manager
Telephone: 22933
Facsimile: 22518
Email: joel.jonas@mfat.govt.nz

Applications for assistance will be assessed and a written reply sent to all applicants. Except in exceptional circumstances and with prior agreement, no cash or cheques will be paid directly to applicants. Assistance normally takes the form of payments against invoices/purchase orders. Successful applicants will be required to confirm that the goods and/or services were received and were used for the purposes outlined in the application.

The successful applicant will also be required to submit a Mid-Term Report during the implementation phase of the project and a Completion Report once the project has been completed. Guidelines for both reports are attached at the back of this form (You are encouraged to include photo's of project implementation activity or completion inside your reporting documents). All activities supported will be subject to monitoring visits by the New Zealand High Commissioner or his representatives. Full cooperation and access to project locations must be provided for monitoring visits.

NEW ZEALAND HIGH COMMISSION
HOMF APPLICATION FORM

A. INFORMATION ABOUT THE APPLICANT ORGANISATION

Organisation Name:

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Village: ..... Island:.....

Province/Municipality
……...

How do people travel to your location? Please provide detailed instructions.
(attach location map if possible)

.....
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.....

Postal Address

.....

Telephone/Facsimile
Numbers.....

Organisation Membership

	Men	Women	Boys	Girls
Number				

Organisation Leadership

Position	Name

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

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Other projects the group has been involved with (especially funded by the New Zealand Aid Programme)

Activity (name and date)	Donor

B. INFORMATION ABOUT THE PROJECT

Project Title:

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Type of Project:

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Is the Project at the location shown above? If not provide details.

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Do you have support from the National, Provincial and/or local Government for the project

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Is this an existing project or a new project? Explain.

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Please provide a description of the Project

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What are the objectives of this project?

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How many people will participate in the project? (attach a full list of names)

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

How will they participate?

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How many people live in your community/village?

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Who will benefit from the project and how?

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How will women in particular benefit from the project?

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Why does this project deserve funding (refer to eligible activities above)?

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How long will the project run for?

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Starting date: .....

Completion date: .....

Implementation Plan (Show key tasks)

Start Date	End Date	Task	Resources required

Who will manage the project (eg Project Coordinator). The project manager is responsible to provide progress and completion reports as well as a financial acquittal at the end of the project.

Name.....

Qualification/Skills.....

Experience.....

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Contact……..

What are the major problems that might affect the project, and what plans do you have to address the problems?

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

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C. PROJECT RESOURCES AND FINANCING

If land is needed for the project is it available and agreed with the community? Yes/No

Is land ownership disputed? Yes/No

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Do you have tools/equipment/materials for the project?

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What tools/equipment/materials do you need and how do you propose to get them?

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Who will provide labour for the project? .....

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Exactly what do you want from New Zealand High Commission for this activity?

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Have you requested assistance from any other sources?

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BUDGET SUMMARY

	New Zealand Aid Programme Contributions*	Implementing Organisation	Other Contributors
Labour Costs			
Material & Equipment			
Overheads			
TOTAL			

* Attach invoices/purchase orders from suppliers for all items requested from NZHC. You should include shipping costs as part of the invoice/purchase order if possible.

D. 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.

E. PROVINCIAL GOVERNMENT ENDORSEMENT (*This section should only be completed by respective Provincial Authorities*)

If possible, a feasibility study report or organisation's annual report should be prepared by the relevant provincial authorities e.g. agriculture project by Department of Agriculture and school project by Education. Although not compulsory, it is of great assistance to us when assessing applications. These should be done on an official letterhead paper.

A letter of support from the Provincial authorities should also be provided.

Give reasons why you think your project is realistic?

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Give reasons why you think your project is in line with provincial development plan?

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What assistance can the Provincial Government give to the group?

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Endorsed by :

Name: ……..Title:……

Signature: ……Date: ……

FINAL CHECKLIST
Have you:

a. Completed all sections of the form correctly? Please note incomplete application forms will not be considered.

b. Enclosed quotations/invoices/purchase orders for all the materials or equipment you seek (including transportation costs)?

c. Attached a list setting out the names of the project participants?

d. Enclosed a Provincial Government Support letter or a Provincial Government seal on the application?

e. Signed below?

Application submitted by:

Name: …….

Title: ……....

Signature: .....

Date: .....

NEW ZEALAND HIGH COMMISSION
HOMF MID-TERM REPORT GUIDELINES

Organisation Name:.....

Date of Report:.....Project Location:.....

Project Title:……...

Period Covered by Report:……

Please provide a small narrative summarising all activities completed and activities currently underway.

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Are the objectives of the Project being met?

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Please list any outstanding activities that must be carried out to complete the project.

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Please note any problems or issues which have occurred or any emerging risks affecting the implementation and completion of the project

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NEW ZEALAND HIGH COMMISSION
HOMF COMPLETION REPORT GUIDELINES

Organisation Name:.....

Date of Report:..... Project Location:.....

Project Title:……...

Period Covered by Report:……

Please provide a small narrative summarising all activities undertaken and successfully completed:

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Please provide a brief note on whether the goals and objectives of the Project were met.

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If some goals and objectives were not met, please provide a detailed explanation as to why they were not met?

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Please note below any problems that were encountered during the implementation and/or completion of the project and how they were managed. What could have been done differently?

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What are the lessons learnt from this project that might be useful for the implementation of future similar projects.

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Please note below any other comments or suggestions you might have related to your project, or the HOMF in general:
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