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KINGDOM OF TONGA

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HOMF APPLICATION FORM GUIDELINES

This application package provides information on the **Head of Mission Fund (HOMF)**, which is a small grants scheme that enables the New Zealand High Commission in Tonga, consistent with its diplomacy objectives, to flexibly support activities which contribute to poverty elimination and meet Tonga's development needs.

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.

Eligible Activities or Projects:

HOMF is primarily aimed at supporting small-scale development projects/activities. Recipients will normally be non-government organisations and community groups engaged in development activities on a non-profit basis. The grant for a single activity is limited to $5000, unless the project is significant to the community.

Priority will be given to activities or projects:

- 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, ethnic minorities, young people and communities in remote areas who have not otherwise received assistance;
- That support development activities initiated or supported by members of the New Zealand community.
- That build on New Zealand's existing development partnerships;
- 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;
- Have clearly stated objectives and a sound implementation plan;
- That employ sound environment and ecological practices; and
- That have high development impacts in proportion to costs

Activities or items which will not be supported include:

- Research;
- Scholarships;
- Salaries;
- Payments to consultants or advisers;
- Motor vehicles, televisions, international travel, animals or other goods/services commonly subject to theft, misuse, conversion, disease or damage;
- Unsolicited donations to charities, orphanages or other forms of welfare;
- For profit business enterprises under the control of individuals;
- Cultural or sporting activities unless the community involved is particularly disadvantaged;
- Political, religious or evangelical activities.
- Grants will not be provided to individuals.

Application Process

All applications should be:

- Clearly written on the form provided. Additional information can be attached;
- Supported by invoices/purchase orders from suppliers of goods and services to the activity where relevant;
- Signed by a responsible member of the applying organisation; and sent to:

HOMF Administrator
New Zealand High Commission
PO Box 830
NUKU'ALOFA

***Applications for assistance will be assessed and a written reply will be sent to all applicants. Except in exceptional circumstances and prior agreement, no cash or cheques will be paid to applicants. Successful applicants will be required to confirm that the goods and/or services were received and were used for the purpose outlined in the application. All activities supported may be subject to monitoring visits by New Zealand High Commission representatives. Full cooperation and access to project location must be provided for monitoring visits.

Your application must contain the following information

Attachments

An application summary sheet signed by the organisation's governing body, for example, the chairperson, treasurer or secretary.	❑
An acknowledgment letter from local government	❑
A bank account number verified by the bank	❑

Management

1.2/3	Organisation membership. A list of trustees, board members (as appropriate) and officers (chair, secretary, treasurer, coordinator).	❑

The Organisation

1.4	The aims and objectives of the organisation. The length of time the group has existed.	❑

Project details

2.2/3	The objectives and a description of the project including how you identified the need for the project. Attach any research papers done.	❑
2.4	Your proposed client group/description of who will be assisted including information of numbers or beneficiaries, where they live, ages, socio-economic status, justification for selection etc.	❑
2.7	A project timeline identifying any important dates and deadlines	❑
2.5/6/8	Community support for project (include letters of support if appropriate)	❑

Outcomes

3.1	What are the proposed development outcomes from this project? These must be able to be measured.	❑
3.2/3	A list of the risks involved in the project and how these might be mitigated.	❑

Monitoring and evaluation

4.1	How and by whom, will the project be monitored? How will the project's achievement of its objectives be evaluated? How do you propose to measure and report on the outcomes?	❑

Budget

5.1/3	An itemised project budget using the budget format provided	❑