NEW ZEALAND
Embassy MANILA
TE AKA AORERE

NEW ZEALAND
MINISTRY OF FOREIGN AFFAIRS & TRADE
Aid Programme

Head of Mission Fund (HOMF)
Guidelines and application form

The goal of the New Zealand Government's official development assistance programme is sustainable development in order to reduce poverty and contribute to a more secure, equitable and prosperous world.

The Manila Head of Mission Fund (HOMF) is a small discretionary funding scheme managed by the New Zealand Embassy in Manila. The fund enables the embassy, consistent with its diplomacy objectives, to flexibly support activities that manifestly and directly meet development needs in the Philippines.

The Head of Mission Fund disburses money principally through grants, for discrete development activities of a short duration. Funds are limited and only the best proposals will receive consideration.

Eligible projects or activities

The Head of Mission Fund is primarily aimed at supporting small-scale development projects or activities. Recipients will normally be non-governmental organisations (NGO) or community groups engaged in development activities on a not-for-profit basis. The maximum grant for a single activity is 750,000 Philippine pesos. Projects should be of a 'one-off' nature and last no more than one year or in exceptional cases two years.

Priority will be given to activities or projects:

- 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 enhance gender equality and increase the equitable participation of women in development;
- 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 environmental practices;
- that have high development impacts in proportion to costs;
- that support development activities initiated or supported by members of the New Zealand community; and
- that build on New Zealand's existing development partnerships.

Activities that will not be supported include:

- research;
- scholarships;
- political or religious activities;

- individually-owned businesses;
- international airfares or attendance at overseas conferences;
- operational or organisational costs such as wages and salaries, office items and communications; and
- repeat funding of the same activities.

Application process

Make your application on the standard form, attaching additional information required and send it to:

Head of Mission Fund
New Zealand Embassy
PO Box 3228, MCPO, Makati City 1200

Telephone: (02) 891 5358
Fax: (02) 891 5356
E-mail: nzemmanila@globelines.com.ph

Applications for assistance will be assessed and a written reply sent to all applicants. The decision of the New Zealand Embassy is final and is not subject to an appeals process. If an application is approved the applicant will have to sign a document with the New Zealand Embassy that sets out the conditions of the grant.

Successful applicants will be required to report on the activities carried out, including to confirm that the goods and/or services were received and were used for the purposes outlined in the application. All activities supported may be subject to monitoring visits by representatives of the New Zealand Embassy. Full cooperation and access to project locations must be provided for monitoring visits.

Application summary

Name of organisation	
Legal status *(Attach notarial act)*	
Contact person	
Address	
Phone number Fax number Email address	
Title of project	
Project location Province Town/village	
Project duration Start date Finish date	
Bank account details	Account number
	Account name
	Branch
Authorised signatory	Signature
	Date
Have your organisation received New Zealand Government funding before (e.g. through NZAID or the Head of Mission Fund)?	**No** ☐ **Yes** ☐ If yes, please provide details

Is your organisation VAT registered?	**No** ☐
	Yes ☐ **VAT number**
Total cost of the project	

Application details

1. THE ORGANISATION

1.1 Aims and objectives of the organisation

1.2 Length of time in existence

1.3 Previous funding and activities

2. MANAGEMENT

2.1 Structure of the organisation

(Attach an organisation chart if available)

2.2 List of trustees/members

Name	Designation

2.3 Description of relevant person/expertise for this project

Name	Expertise

3. THE PROJECT

3.1 Project name

3.2 Background and objectives

How has the project come about? Who has been consulted in determining the need for this project? What does it aim to achieve? What needs it will be meeting? Refer to any research done.

(Please use another page if necessary)

3.3 Project description

Describe the project and how the objectives will be achieved.

(Please use another page if necessary)

3.4 Project management

Describe how your organisation will manage this project.

(Please use another page if necessary)

3.4 Beneficiaries

Who is the project aimed at helping? Describe the target group in terms of numbers, location, social economic status, etc.

3.5 Participation

How have the beneficiaries been selected? Will the proposed beneficiaries be involved in the planning and implementation of the project? How?

3.6 Gender

What considerations have been made to ensure the equitable involvement of women in the project?

3.7 Time-frame

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

3.8 Others working in this field

What other organisations are providing this type of service?

(Please use another page if necessary)

4. OUTCOMES

4.1 Development outcomes

What will change as a result of this project? What specific outcomes are expected? These outcomes are what you will be expected to report against.

4.2 Possible risks and constraints to reaching outcomes

What risks need to be considered? (For example, land use, training, technical assistance, equipment, personnel). What can be done to minimise and manage these risks?

4.3 Environmental impact

What impact will the project have on the environment?

5. MONITORING AND EVALUATION

5.1 Monitoring outcomes

Describe how the organisation will monitor progress towards outcomes, measure outcomes and evaluate the project.

6. BUDGET

6.1 Contributions from your organisation to this project

Cash and in-kind. Estimate the value of contributed goods and labour.

Items	VAT inclusive

Total contributions from your organisation to the project – Total A =	

6.2 Contributions made by other organisations to this project

Items	VAT inclusive

Total contributions from other organisations to the project – Total B =	

6.3 Budget items requested from the Head of Mission Fund (HOMF)

Items	VAT inclusive

Total budget items requested from the HOMF – Total C =	

6.4 Budget check for this project

Items	Totals	VAT inclusive
Contributions from your organisation	Total A	
Contributions from other organisations	Total B	
Budget items requested from the HOMF	Total C	
Total cost of the project	**Total D**	

6.5 Financial management

Describe how your organisation will manage the finances of the project.

6.6 Additional budget information

Use this space to provide any additional budget information, e.g. applications for funding that have yet to be confirmed from other organisations.

7 ANY OTHER INFORMATION

Please provide any other information you think those evaluating your application should know.

8 SIGNATURE

I certify that this is a true and complete application.

_____

Signature above printed name
Position in organisation
Date