



NGO TRUST FUND

FUNDING OF MICRO-PROJECT

Application Form

1. Details on Organisation

1.1 Name:

1.2 Address:
.....

1.3 Tel No: Fax E- mail

1.4 Name of Responsible Officer:.....

1.5 Tel No:..... Mobile No.:

1.6 Position in NGO:

1.7 Brief Description of NGO:
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1.8 Aims and Objectives:
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1.9 Registration No (A copy of registration certificate should be submitted):

1.10 Services of the NGO:
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1.11 Target group:

1.12 No of Clients/people catered for:

1.13 No of paid staff:.....

1.14 No of volunteers:

2. Finance

2.1 Annual Budget of the NGO:.....

2.2 Summary of assistance received from NGO Trust Fund, if any, for the past 3 years:
(Grant in aid, ad hoc assistance, micro project etc)

Year	Grant in aid	Ad-hoc financial assistance	Micro project/CDP

2.3 Other sources of income:.....

.....
...

2.4 Latest certified/audited financial accounts submitted to Registrar of Association (*please enclose a copy*):-

3. Project Details

3.1 Project Title:

3.2 Project description (to provide as much details as possible):

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3.3 Full justification of project:

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3.4 Duration of project:

3.5 Beneficiaries (specify number):

3.6 Expected impact on beneficiaries/target groups:

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4. Project cost and funding

4.1 Detailed cost of project (to submit **at least 3 quotations**):

4.2 Amount requested:

4.3 Other sources of funding:

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4.4 Contribution of the NGO in the project:

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4.5 To what extent is the community involved in the project:

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4.6 How will the project be sustained in the future?

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5. Additional information

5.1 Has the NGO obtained funds from any funding agency other than the NGO Trust Fund in the past 3 years?

Yes

No

If yes, please specify name of funding agency, nature of project, amount received and whether project has been completed.

Year	Funding Agency	Nature of Project	Amount Received	Status of Project

5.2 Has the NGO already applied for assistance for the same project to any other funding agency?

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Name of Project Officer:

Signature of Project Officer:

Date: