



GOVERNMENT OF SAMOA
 Ministry of Women, Community & Social Development

APPLICATION FORM FOR COMMUNITY SECTOR NON-GOVERNMENT ORGANISATIONS (NGOs)

Name of Applicant NGO	Type of NGO: (Please circle or highlight)	
	<ul style="list-style-type: none"> • Incorporated Society • Charitable Trust 	
Title of Proposed Project	Location of the NGO Office	
Proposed Total Cost of the Project SAT \$ _____	Amount Requested from NGO Grants SAT \$ _____	
Type of Proposal (Please highlight or circle one)		
<ul style="list-style-type: none"> • To Implement Activities • To Implement a Project 		
APPLICANT'S CONTRIBUTION TO THE PROJECT		
Cash contribution to total cost SAT \$ _____	In-kind Contribution to the Project	
CONTACT DETAILS FOR THIS PROPOSAL (Contact MWCSD if there are any changes)		
Organisation Postal address:	Organisation telephone number:	Organisation website and/or Social Media
MANAGER / OFFICER		
Who will manage the project? Name	Telephone	Email Address

APPLICATION CHECKLIST

All Attachments with the exception of Attachment 2 and 3 are required for a complete application. An incomplete application will not be considered.			
	Please Tick	YES	NO
1. GENERAL APPLICATION FORM (Answer Questions 1 – 7)			
2. DECLARATION – Authority Signatories in Application Form Page 7			
3. ATTACHMENT 1: A) Logical Framework , B) Project Activities C) Project Work Plan / Financial Plan			
4. ATTACHMENT 2: NGO Annual Budget Template			
5. ATTACHMENT 3: Governance and Management Checklist			
6. ATTACHMENT 4: Recent Strategic Plan / Management Plan (Applications must be within the timeframe of the Plans. A constitution is acceptable if your organisation does not have a strategic plan.)			
7. ATTACHMENT 5 – MCIL Confirmation of Incorporated Society or Charitable Trust.			

1. PROJECT BACKGROUND					
1.1 What development PROBLEMS will be addressed by this Project?					
1.2. What are the main CAUSES of these development problems?					
1.3. How will your project provide sustainable solutions to these development problems?					
1.4 (a) Describe how this activity is aligned with the Community Sector Plan and the Pathway for the Development of Samoa.					
1.4 (b) Explain how your Project will directly contribute to achieving specific goals and objectives of national priorities (Identify the linkages you will make with potential outcomes/ results and how it promotes genuine partnerships and sustainability of development efforts amongst relevant stakeholders)					
2. WHO WILL BENEFIT FROM THIS PROJECT?					
2.1 (a) Describe how many people are likely to benefit from this program, including a breakdown by sex, age, disability, geographic locations, districts/village, etc.					
2.2. Could your project negatively affect people or the environment? (Example: loss of vegetation, increased noise or rubbish). If so, how will the organization reduce any negative impacts on people or the environment?					
2.3. Child Protection: Will your organisation be engaging directly with children? If yes, please provide details of your child protection policies and practices? If no, move to Question 2.5.					
2.4. Gender Equality: How will your project benefit both women and men (with and without disabilities) in terms of their social and economic development?					
3. PREVIOUS PROJECT EXPERIENCE (within the past 3 years)					
3.1 List projects your organization has implemented over the past three years.					
Type/Name of Project	Project duration	Total Cost	Funding source	Community Sector Partner/s involved in the Project	List Key Results achieved
4. CAPACITY OF YOUR ORGANIZATION TO UNDERTAKE THE PROJECT					
4.1. Identify in the first column of the table below the members of your Project Management Committee responsible for the implementation of this project. Complete the rest of the table with existing skills and capacities of the committee that will strengthen the implementation of the project. Including project management and technical skills.					
Project Management Committee members	Position	Skills & Capacities (Relevant to the project)	Acquired from (eg. SUNGO Training)		

4.2. Tick any additional skills your organization may require to implement this Project
Planning Proposal writing Managing funds Fundraising Training Building & Trades Supervising
Monitoring Report writing Computing Communications Other skill areas; Please specify:

5. PROJECT GOALS, OBJECTIVES, ACTIVITIES

- The Project Goal – a short statement explaining what the Project will have achieved when completed.
- Objectives – major tasks that will lead to achieving the Project Goal.

Example Project Goal: Improved understanding of young couples on positive ways and approaches to raise and interact with their children.

Objective 1: Deliver training on positive parenting.

5.1 State the Goal and Objectives of the proposed project or activity.

Project Goal:

Objective 1:

Objective 2:

Objective 3:

6. IN KIND CONTRIBUTIONS

6.1. Do you expect this project to generate any income for your organisation? If YES, please explain how profit will be generated and provide an estimate of total expected revenue.

7. MONITORING , EVALUATION AND LEARNING

7.1 Project Sustainability: If the project is intended to continue after the NGO grants support ends, explain how it will be sustained? Who will be responsible? How will it be financed? How will assets purchased by the Project be secured and maintained?

7.2 After the project is completed, how will you measure its success?

7.3 Based on your Project Goal and Objectives identify the Key Results you expect to achieve in the following table. Also include the indicators and means of verification to demonstrate the Program/Activity Goal and Objectives have been achieved. (It is important to identify realistic and measurable Indicators.)

Project Objectives	Key Result Areas	Indicators	Means of Verification

8. RISK MANAGEMENT

8.1 Describe what risks are associated with this Project and how these risks will be managed?

Possible Risk	Likely Outcome	Risk Rating (Low, Moderate, High)	Risk Mitigation Actions
Possible Risk Examples:			
Project Timelines			
Governance			
Communications			
Appropriate Resource Allocation			
NGO Performance			
Project Financial Management			
Visibility			
Sustainability			

Other Factors			
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Complete Attachment 1A) Logical Framework B) Project Activities C) Project Work Plan & Financial Plan

DECLARATIONS

We have read and approved the contents of this application. We confirm that this application form is a true and honest presentation from the applicant. The applicant, represented by the undersigned, are all the authorized signatories of the organization on behalf of this Project.

Name	Contact	Position	Signature	Date