

New Zealand High Commission Fund Port Moresby Application Form and Information for Applicants

PURPOSE

The New Zealand High Commission Fund supports small scale, short-term community projects that contribute to wider community well-being. The projects must be in line with New Zealand Aid Programme's mission:

'Sustainable development in developing countries, in order to reduce poverty and contribute to a more secure, equitable and prosperous world.'

ELIGIBLE GROUPS

The Fund is aimed primarily at community groups and non-Government organisations (NGOs), but other types of organisations such as schools, small business associations and cooperatives may apply. The Fund does not support individual businesses. Check with the New Zealand High Commission if unsure of your group's eligibility.

PROJECT DURATION

No individual project will be supported for longer than two years, however, supporting different projects by the same partner over a longer duration is possible in certain circumstances.

WHAT WILL NOT BE FUNDED

- political, religious or evangelical activities
 - faith-based groups are not excluded where the proposed project is consistent with the purpose of the Fund, does not exclude followers of other religions, and the funds are not used to support proselytising
- site visits
- unsolicited donations
- individual student scholarships
- on-going (recurrent) funding of recipients' operational/organisational costs such as wages and salaries, office items and communications

APPLICATION PROCESS

Download the application form below. Once completed, send it via email to:

NZHCPMY@mfat.govt.nz

Or via post to:

**HEF Fund Administrator
New Zealand High Commission
S351 L2 Magani Crescent
Waigani,
Port Moresby, Papua New Guinea**

IMPORTANT INFORMATION

- Please ensure you have read our criteria thoroughly before submitting your application. We will prioritise activities that best meet HEF criteria.
- The maximum amount of funding for any one project is PGK50,000.00 but if the project is of high merit and likely to cost more than K50,000.00, please enquire with the New Zealand High Commission directly.
- Incomplete applications may mean your application is not considered. If further information is required, this will delay the decision-making process.
- The High Commission may need to contact you about your application. Please ensure you provide your current email address and check regularly for any correspondence.
- It will take up to 5 weeks from the received date to assess and determine the outcome of your application.
- All applicants will be notified of any decisions by email.

ENQUIRIES

Please submit all enquiries via email to NZHCPMY@mfat.govt.nz or call +675 7373 7000.

A. INFORMATION ABOUT THE APPLICANT ORGANISATION

	This column to be filled in by the applicant. 
Name of organisation:	
Village/Town:	
District/City:	
Contact Name for this application:	
Postal Address:	
Telephone Numbers:	
E-mail address:	

B. INFORMATION ABOUT THE PROJECT

Project Title:	
Starting date of project:	
Completion date of project:	
Describe the 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.)	
Who did your group consult with when developing the idea for this project?	
What are the project's objectives? What do you want to achieve?	
Who will benefit from the project and how will they benefit? (include no. of women, men, boys and girls)	

MANAGEMENT of the PROJECT

Who will manage the project (e.g. Project Coordinator) and provide financial report on expenditure?

Name:	
Qualification/Skills of the Project Coordinator	
Experience of the Project Coordinator	

Who else will be involved in the delivery of the project?

Name	Role	Experience in relation to delivering the project

PROJECT BUDGET SUMMARY

	Fund Contributions*	Your Contribution	Other Contributors	Total Cost
Labour Costs				
Wages				
Travel				
Training				
Material & Equipment				
Tools/Equipment				
Machinery				
Freight				
Consumables (fuel, fertiliser, chemicals)				
Materials				
Other				
Overheads				
Communications				
Transport				
Insurance				
Other				
TOTAL				\$

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

Risk Management

List the risks associated with delivery of the project, i.e. what might get in the way?

Please also detail how your group will manage the risk to ensure that the project will be delivered.

Risk	How will the risk be managed?

Health and Safety

1. Are there any potential health and safety risks to workers or others during the **implementation phase** of this project?

Circle one: **Yes** **No**

If **Yes** – complete the following table. An example is provided in blue.

What tasks will be done to complete this project?	What tasks could cause an injury?	What will be done so that the injury does not occur?
<i>Providing & installing solar panels by project workers</i>	- <i>Risk of falling from working at heights</i> - <i>Risk of injury when using tools and machinery</i>	- <i>Personal protective equipment is provided to workers including safety harnesses and [list equipment]</i> - <i>Installers are trained or qualified to carry out the work [list training or qualifications]</i>
<i>Providing training on the ongoing maintenance of solar panels to local community (trainees)</i>	- <i>Risk of falling from working at heights</i> - <i>Risk of injury when using tools and machinery</i>	- <i>Personal protective equipment is worn by trainees including safety harnesses and [list equipment]</i> - <i>Trainees are supervised by trained or qualified staff</i> - <i>Trainees are assessed after training to test their understanding of the training and ability to carry out the maintenance work</i>

2. Will the **outcome** of this project be used by the general public? I.e. community projects or public buildings/services.

Circle one: **Yes** **No**

If **Yes** complete the following table. An example is provided in blue.

What actions must be completed to ensure the safety of users or the general public?	Who will ensure that the correct standards are met or that the correct permits or endorsements have been obtained? i.e. engineer, site manager, project coordinator, local authority etc
<i>Training of local community to maintain solar panels (trainees)</i>	- <i>The Project Coordinator will train the local community trainees and assess their ability to carry out the maintenance work</i>
<i>Installation certified to [insert standard] Or [insert Permit or endorsement] is granted</i>	- <i>Site manager / contract manager/ project coordinator</i> <i>Or</i> <i>Local government or authority</i>
<i>Follow up & monitoring of local community trainees</i>	- <i>The project coordinator will help the local community trainees for three months after the project is completed</i>

CHECKLIST

Have you:

- Completed all sections of the form?
- Enclosed quotations/invoices/purchase orders for the materials or equipment you seek?
- Attached lists of names of those implementing the project?
- Signed below?

Application submitted by:

Name:	
Title :	
Signature :	
Date :	