**Jersey Charity**

**Project Application Form**

Please complete all sections of this form as fully as possible. An example Application Form can be found as part of the JOA toolkit for Jersey Charities.

This form is intended for Jersey Charity projects under £100,000

1. **Project Overview**

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| **Organisation** |  |
| **Project Title** |  |
| **Project Location**  Country and region |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Total Project Cost (GBP)** |  |
| **Amount requested from JOA (GBP)** |  |

1. **Project Background**

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| **Project Background**  Please explain how you came to decide to propose this project *(50 – 100 words)* |
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1. **Project Purpose**

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| **Identified Problems / Challenges**  What are the needs of the beneficiaries this project is looking to support? *(75 – 200 words)* |
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| **Overarching Objective**  Please explain the overall purpose of the project *(50 – 100 words)* |
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| **Project Outcomes**  What are the key areas of change you expect this project will achieve? (max. 6) |
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| **Project Activities**  What activities will you undertake to achieve the intended change?  Please break down into components and list as bullet points |
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1. **Project Beneficiaries**

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| **Core Beneficiaries**  These are the main people the project will focus on helping |  |
| **Frontline Workers**  These are people who will receive training from the project that enables them to help the core beneficiaries |  |
| **Other groups benefiting directly**  These are others who will experience sole benefit from the project |  |

1. **Project Implementation**

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| **Project Management**  Who are the key people and organisations that will be involved in implementing the project? What are the responsibilities of each party and who reports to who? *(75 – 150 words)* | | | |
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| **Implementation Plan**  When do you expect each activity to begin and how long will it take? Who will be involved in each activity? | | | |
| **Activity** | **Responsible Person(s)** | **Start Date** | **End Date** |
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| **Project Coordination**  Please describe how the proposed project will be coordinated with the activities and priorities of local organisations and authorities (e.g. school or health officials; other NGOs; national bodies) *(50 – 150 words)* | | | |
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1. **Project Oversight**

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| **Project Monitoring**  What measurements will you use to determine if your project has achieved the intended change? How will you collect that data? *(75 – 150 words)* | | | |
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| **Indicator** | **Method of Measuring** | **Baseline** | **Target** |
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|  | **Risk Assessment**  Every project has risks. What could go wrong? What are the risks to the success of the project, and how are they being managed / mitigated? | | |
| **Risk** | **Likelihood** | **Consequence** | **Mitigation Measures** |
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1. **Financial Governance**

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| **Financial Control**  Please explain how you will manage the budget for the project *(50 – 150 words)* |
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| **Funding Flows**  Please explain how funds will be transferred, including (i) details of any bank accounts, and (ii) method of transfer (including between different accounts managed by your organisation and to project partners) *(50 – 150 words)* |
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| **Procurement**  What are the steps you will undertake when commissioning any major goods and services (such as training, construction and equipment purchases). How will you ensure appropriate quality and value for money? *(50 – 150 words)* |
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| **Costings**  Please explain how costs were calculated, including why you believe any quotes are reliable *(50 – 150 words)* |
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| **Exchange Rate Calculations**  Please explain how you have calculated / estimated the relevant exchange rate *(10 – 50 words)* |
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| **Project Sustainability**  Will there be any ongoing or recurrent costs (e.g. salaries, maintenance, operating costs) that continue beyond the duration of the project? If so, who will be responsible for covering these costs once the project has ended? *(50 – 150 words, if applicable)* |
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1. **Organisation Details**

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| **Organisation Objectives**  What are your organisation’s objectives and how does this project align with them?  *(50 – 150 words)* |
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| **Previous Experience**  Please provide examples of previous experience the organisation has with implementing similar projects *(50 – 150 words)* |
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| **Organisational Governance**  Please briefly explain how your organisation is governed, including details of governance arrangements, trustees, board members, and whether your accounts are independently audited *(50 – 150 words)* |
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| **Organisational Policies & Procedures**  Please confirm whether the organisation has policies, procedures or guidelines addressing (i) Safeguarding. (ii) Fraud, Corruption & Theft, and (iii) any other areas? *(0 – 100 words)* |
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| **Organisational Training**  Please confirm whether any of key individuals responsible for the project (as detailed in section 5) have undertaken training relating to either (i) Safeguarding or (ii) Fraud, Corruption & Theft in the last 12 months *(0 – 100 words)* |
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1. **Partnerships & Due Diligence**

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| **Local Partners**  Please provide a list of all partners (organisations and individuals) who you intend to work with to deliver the project, including the names and identity details (passport or ID numbers and Dates of Birth) of the key individuals (eg Chair, CEO, Finance Officer) in any organisation to which you plan to transfer funds or assets |
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| **Selection of Local Partners**  Please explain how you chose local partners (organisations and individuals) and what background checks have you undertaken to ensure that your local partners are trustworthy? (e.g. internet searches; reference checks; examination of accounts)  *(50 – 150 words)* |
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| **Oversight of Local Partners**  Please detail the steps you will take to oversee and verify the work of any local partners, including what agreements you have in place and how you will ensure that funds are spent properly *(50 – 150 words)* |
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| **Financial Management of Local Partners**  Please summarise how any funds transferred to local partners will be held and managed by them, including whether funds will be held by partners in personal or organisational accounts and whether they are externally audited *(50 – 150 words)* |
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| **Terrorist Financing**  What assurances can you give that project funds will not provide material support for terrorist individuals or groups?  Have you completed the JFSC questionnaire for NPOs on terrorist financing? *(50 – 150 words)* |
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**Appendix 1**

**Projects involving the improvement of Land or Property**

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| **Ownership**  Who owns the land, buildings, or property that the proposed project will be improving? Please be advised that JOA may ask for a copy of land title  *(50 – 150 words)* |
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| **Permissions**  Has permission been granted by the local authorities (and, where applicable, the community) to undertake activities?  *(50 – 150 words)* |
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| **Adherence to Legal Requirements**  Please outline any relevant legal requirements and building standards and explain how the planned activities meet said relevant national legal requirements and building standards?  *(50 – 150 words)* |
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**Appendix 2**

**Additional Documents to Upload**

* Any agreements with partner organisations
* Organisation Financial Health Check
* Quotations for works or materials, including tender documents or procurement specifications (if available)
* Evidence of local authorities’ and local communities’ (e.g. Village Council; School board; Municipality; Chief etc.) agreement for project to proceed (if available)