

# FIJI Water Foundation

## Application for Project Funding

---



### ABOUT THE FIJI WATER FOUNDATION

Launched in August 2007, the FIJI Water Foundation is a charitable trust funded entirely by our owners, employees, and partners from around the world. Its aim is to focus donated monies toward development projects in the key priority areas of health, education, and provision of water and infrastructure projects in Fiji.

As an active member of the greater Fiji community, FIJI Water is committed to enabling meaningful positive change by means of social investment, capacity building, and sustainable development. We know that Fiji has tremendous potential because we see it realized at our factory every day. We'd like to encourage all to visit us at our plant on tour days, Wednesday and Thursday. To schedule a tour for your organization, school, or family, call our representatives at 6681364 or fax 6681362.

### *What projects does the Foundation fund?*

We welcome applications for projects throughout Fiji which are in line with our priority goals of:

1. Improving access to and quality of education
2. Improving access to and quality of health care
3. Implementing infrastructure projects that improve the quality of life such as water projects

Alternatively, we will not support applications for projects

- For work that has already taken place
- For beneficiaries outside Fiji
- For government percentage schemes (1/3: 2/3)
- For fundraising events, receptions, or trips
- From sporting organizations
- From individuals
- From political groups
- From commercial organizations, or anything that is a "sponsorship"
- From organizations that discriminate on the basis of race, gender, beliefs, class, or culture

### *How does an organization or community apply for funding?*

We welcome applications all year round. Applications will be reviewed and recommended projects will be presented to our foundation's board at the end of each quarter for approval. Approval and funding will occur yearly at the end of March/beginning of April, end of June/beginning of July, end of September/ beginning of October and early January. Please plan your application time accordingly.

Your proposal should include the following:

1. Completed application form A-E (including timeline and budget)
2. Stated 25% community contribution in cash or kind
3. At least 2 quotations from local retailers for all materials required
4. Letter of support from relevant landowner, community leader, government, or regulatory authority

Submit applications to: Fiji Water Foundation  
PO Box 18799, SUVA

email: [foundation@fijiwater.com](mailto:foundation@fijiwater.com)

or fax: 3304 774

Or drop them at Ra Marama Bldg. 91 Gordon St, Level 3, SUVA

Application does not guarantee funding, and FIJI Water Foundation reserves the right to contact successful applicants only.

# FIJI WATER Foundation Application for Project Funding



## A. PROJECT AND COMMUNITY OVERVIEW

### 1. Name and address of your community/organization and contact person:

Contact Person				Title			
Organization/ Community Name							
Address							
Telephone			Fax			Mobile	
Email			Website				

### 2. Community/ Organization Information:

Community Organizational Summary						
How many people live/work in your community/organization?						
If a school, how many students attend?			How many teachers?			
Who is the owner/patron/director of your organization (if any)?						
Has your community applied for a FIJI Water Foundation grant in the past?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
	If yes, did you receive it?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	

### 3. Project Specifics:

Project Title						
Project Type	Education	<input type="checkbox"/>	Health	<input type="checkbox"/>	Water/Infrastructure	<input type="checkbox"/>
Project Implementation Period	Proposed Start Date			End Date		
Total Project Cost	\$	Local Contrib.	\$	Total Requested	\$	

Project Participants and Beneficiaries:	Men	Women	Boys	Girls	Total
# of Participants: those persons <u>directly</u> involved in the design and implementation of the project					
# of Beneficiaries: those persons <u>directly</u> impacted by the project					

Have you applied elsewhere for funding for <i>this</i> project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, where?		
Has the community been informed and fully understands that FIJI Water Foundation funds are to be used only for costs associated with the project and that there will be no additional funding beyond the authorized amount on the proposal as submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please tell us how you heard about the FIJI Water Foundation:		
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Presentation	<input type="checkbox"/> Website
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other:	

## B. PROPOSAL DETAILS

We encourage applicants to respond to the questions on a separate sheet as necessary. It is not required that you limit yourself to the space provided.

1.	<b>Project Summary:</b>  Please write a brief summary of the proposed project and its objectives.	
2.	<b>Background Information:</b>  Please provide a description of your community and the community members involved with the proposed project.	
3.	<b>Community Need:</b>  Please explain why this project is a priority in the community. What happens if the project is not implemented?	
4.	<b>Community Initiation:</b>  Please discuss who in the community first proposed the project as well as how community members are involved in the project's planning and implementation.	

5.	<p><b>Community Contribution:</b></p> <p>Please describe the community contribution to this project. Contributions may include the costs of manual labor and transportation as well as cash or raw materials. Community contribution must total <i>at least</i> 25% of the total project cost.</p>	
6.	<p><b>Project Implementation:</b></p> <p>Please present and discuss the plan for implementing this project. Describe the phases of the project. Define specific tasks involved with the project, the order in which they will occur, and who will accomplish each task.</p>	
7.	<p><b>Project Sustainability:</b></p> <p>Please indicate how your community will maintain this project beyond the scope of provided funding. What skills and knowledge will be acquired through the implementation of this project? Does the community have the resources to sustain the project in the long term?</p>	
8.	<p><b>Indicators of Success:</b></p> <p>Please describe what cues you will use to evaluate the success of this project. How will you know if this project has reached its objectives and is providing the desired benefits?</p>	

**C. PROPOSAL TIMELINE**

Approximately how long will it take to complete proposed project ? Months: \_\_\_ Weeks: \_\_\_ Days: \_\_\_

Please include a project timeline as a separate attachment (see example timeline below).

**SAMPLE PROJECT TIMELINE**

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Buy Materials		X					
Transport Materials		X					
Community Meeting	X		X		X		X
Preparation of Construction Site	X	X					
Construction of Latrines		X	X	X	X	X	

**D. PROPOSAL BUDGET**

Foundation Contribution: \_\_\_\_\_

Community Contribution: \_\_\_\_\_ \*must be at least 25% of total project cost (cash or kind)

Total Project Cost: \_\_\_\_\_

Please include a budget summary for the proposed project as a separate attachment. Indicate the quantity needed and the total cost of each item. Please indicate whether the item will be paid for with Foundation funds or from community contributions.

Please also attach a quotation from a known retailer verifying the accurate costs of each budget item to be purchased with Foundation funds. (see example below)

**SAMPLE BUDGET**

**Proposed FIJI Water Foundation Contribution**

Material	Unit	Quantity	Unit Cost (FJD)	Total Cost (FJD)
2x2 meter aluminum roof	Sheet	35	8	280
Roofing nails	Bag	5	4	20
Cement	Bag	70	16	1,120
¾ steel rebar (12meters)	Rod	35	12	420
Wire	Spool	5	12	60
2 inch nails	Bag	4	8	32
Wood 5cm x 5cm x 12m	Length	20	14	280
Wood 5cm x 10cm x 12m	Length	10	14	140
<b>Total Foundation Contribution</b>				<b>3,472</b>

**Community Contribution**

Material	Unit	Quantity	Unit Cost (FJD)	Total Cost (FJD)
Sand	M <sup>3</sup>	3	90	270
Gravel	M <sup>3</sup>	1	90	90
Labor (100 hours per latrine)	Hour	400	3	1,200
Transportation of Materials	Trip	1	40	40
<b>Total Community Contribution</b>				<b>1,600</b>

**Total Project Costs**

	% Contribution	Total Cost (FJD)
FIJI Water Foundation Contribution	68%	3,472
Community Contribution	32%	1,600
<b>Total Project Cost</b>	<b>100%</b>	<b>5,072</b>

## E. POST- PROJECT EVALUATION AND FOLLOW UP

FIJI WATER wants to help its community partners successfully achieve and sustain their project objectives. We want to know about your setbacks and triumphs, what went well and what you would have done differently if you could start again. Thus, we ask that approved project partners keep us informed of their project status for the duration of project implementation and provide us with a final report and purchase invoices when the project has come to a close. If your project falls under the category of a one-time training or workshop, a final report detailing the outcome will be sufficient. If your project is a more involved construction project, we ask that you provide brief quarterly reports during the construction and a final report when the project is completed.

Your responses will also help us to better identify projects for future investment.

1. Do you agree to provide the FIJI WATER Foundation with reports of your project's progress throughout its implementation and a final finance report with invoices when the project is completed?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, who will take responsibility for producing the reports? How will you evaluate the project's progress? How will you measure success and achievement of objectives? (use additional sheet if necessary)

2. Are you able to and interested in publicly communicating the achievements of this project?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, how might you publicize your project's success? What potential audiences would you address?

I solemnly declare:

- That the information provided here and on any supplementary sheets is true and correct, and that further information provided by any representative of our organization during the course of assessment will be true and correct
- That I have the authority to commit the community and/or organization to this application
- That I acknowledge that any decision made by the FIJI WATER Foundation is final. I accept that no reasons for such decision may be given, nor may any correspondence be entered into.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date