

Before completing this form, please read the Funding Guidelines

To be used from 1st
October 2020

Application Form for Project Funding

Project Name	
Project Location	
Village:	
Ward:	
District:	
Region:	

Details of the Applicant	
Name of Organisation:	
Type:	<input type="checkbox"/> CBO <input type="checkbox"/> School <input type="checkbox"/> Village Council <input type="checkbox"/> Other If Other please state type:
Address:	
Website:	
Main Contact Name:	
Email Address:	
Phone Number:	
Second Contact Name:	
Email Address:	
Phone Number:	
Details of District Council	
Relevant Officer Position:	
Officer Name:	
Officer Email:	
Officer Phone Number:	

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Description of Project:

Please refer to the guidelines before responding to each section.

The boxes will expand as you type your responses.

PLEASE USE YOUR OWN WORDS - DO NOT COPY FROM THE INTERNET.

Project Details	
Project Category:	<input type="checkbox"/> Education <input type="checkbox"/> Health <input type="checkbox"/> Water <input type="checkbox"/> Income Generating <input type="checkbox"/> Agriculture If other category please state:
Project Description: (boxes will expand as you type)	
Needs assessment:	
Project Outcomes: Please note we wish to see outcomes which give an indication of numerical gain and benefit, as well as descriptive improvement.	
Project Sustainability:	
Project Evaluation and reporting	How will you monitor and evaluate the project progress towards expected outcomes? Who will report to the TDT Project Officer
Environmental Impact:	

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<p>Equal Opportunities:</p> <p>(Please note that not all of these questions will be relevant for all projects, in which case please type "Not applicable")</p>	How does your project benefit women and girls?
	Does your project benefit people of different faiths?
	Are people with disabilities involved in the project?
	Are elderly people (wazee) involved in the project?

Project Budget and Timetable	
Total Budget: (Tsh) Please note that a full budget document must be attached with the application form.	
Amount requested from TDT: (Tsh)	
Amount from Local Contribution: (Tsh)	
Amount from other Donors: (Tsh)	
Can the money be paid in stages?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state what amounts and over what period
How long will the project take to implement?	

Governance of the Applicant Organisation:

Details of the applying organisation	
When was your organisation established?	
Please list the Managers/ Committee with their positions and mobile phone numbers.	
Are they elected?	
What is the split of women and men?	

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How often are official meetings?	
Do you keep Minutes? (If there are minutes, please send as an attachment any minutes relevant to this project)	
Is there an Annual General Meeting?	
How are decisions taken?	
What is the Monthly income and expenditure of your organisation?	
What previous projects has your organisation competed?	
What grants have you had from other donors?	
Who signs off on banking transactions?	
How do you prevent fraud /corruption?	

Bank Account Details	
Bank Name:	
Address of Bank:	
Swift Code of Bank:	
Name of your Account:	
Account Number:	

Please now complete the Checklist on the next page.

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Checklist:

In addition to this application form, please indicate which additional documents you are also submitting to support your application. Please try to provide as much additional material as possible to allow us to get a full picture of the application.

<input checked="" type="checkbox"/>	Put a cross in the box to show which documents you are sending with this application form
<input type="checkbox"/>	1. A budget for the project: Please note this must be attached with the application form for consideration.
<input type="checkbox"/>	2. At least one estimate or Bill of Quantities in Tsh (NOT £GBP) from a registered contractor or supplier for all items to be purchased or contracted.
<input type="checkbox"/>	3. For buildings: A drawing with measurements. This need not be an expensive architect's drawing
<input type="checkbox"/>	4. A plan or map or explanation of where your project is [Examples: Centre of Singida Town, 1 km from railway station or Village 25 km south-west of Lindi town]*
<input type="checkbox"/>	5. For CBOs and NGOs : A copy of your registration *
<input type="checkbox"/>	6. For schools: A letter from the Headteacher and or School Chair to show that they support this project proposal
<input type="checkbox"/>	7. For all projects: A <u>dated and officially stamped letter or reference in English</u> from a responsible official e.g. DEO, DED, DC, RC etc to say (a) that you the proposer are in good standing in your community (b) that your project will benefit your community and (c) that the cost represents good value for money
<input type="checkbox"/>	8. Photo proof of identity of the proposer and a second contact who will take responsibility in the absence of the proposer *
<input type="checkbox"/>	9. Photos of your project (Helpful, but not essential)
<input type="checkbox"/>	10. Please send a copy of any minutes of meetings relevant to the application
	* There is no need for 4,5 or 8 if your project has already received funding from TDT and you are applying for a second grant.

Please send this application, together with the documents you have ticked above, by email to

[**applications@tanzdevtrust.org**](mailto:applications@tanzdevtrust.org)