This is the application form for the Steamships Community Grants Program.

Please ensure that you have read and met the Eligibility Check List before filling out this form. You can find the checklist and Frequently Asked Questions (FAQ) on our website.

Please read the FAQs to answer any common questions or concerns you may have about our application process.

Please complete each section to the best of your ability and refer to our Eligibility Check List before you submit your application.

Please note: we only accept emailed applications, please ensure all necessary documents are attached before you send.

APPLICANT DETAILS

Name	Title
Phone	Email

ORGANISATION INFORMATION

Name of Organisation

Head of Org.

Address Line 1

Address Line 2

Phone 1	Email 1
Phone 2	Email 2

Website

IPA #	TIN #

Date Established

Which category best describes your organisation

School/Educational Institution	Charity
Non-Government Organisation	Community Association
Other (Please describe)	

List the team members of your organisation in the table below

NAME	TITLE

If your organisation has a Board of Directors, please list them below

NAME	TITLE	COMPANY

PROJECT INFORMATION

Title

Category   Education   Environment   Health   Social Welfare

Start Date   End Date

Location

Number of people project will benefit

Which of the following will the community provide to support the project

Free labour   Security and storage of materials and worksite

Cost of utilities   Fundraising

Accommodation where necessary   Equipment, fittings, furniture

Meals for workers   Other

PROJECT PROPOSAL

What is the project about? Why is it important? Include project objectives.

Who is the project beneficial to and why?

What factors were involved in choosing this project?

What statistics suggest that this is an area which requires funding and assistance?

List three (3) milestones you hope to achieve from the project

PROJECT TIMELINE
Provide your project timeline in the table below

DESCRIPTION	START DATE	END DATE	WHO IS INVOLVED

FUNDING DETAILS

Project cost   Amount requested from STC Community Grants Programmme

PROJECT BUDGET

Provide your project budget, please include all major expenses

ITEM	UNIT	UNIT PRICE (PGK)	TOTAL

Other current or prospective funding sources (cash and/or in kind)

DONOR	AMOUNT	DESCRIPTION	STATUS

RESULTS & MEASUREMENT

What results will the project achieve?

Increase child literacy in the community

Improve gender participation in schools in the community

Improve sanitation facilities in the community

Provide learning materials and programmes in the community

Improve access to gender based violence services

Promote gender advancement and development

Promote health awareness and improve basic access to basic health facilities

Provide programmes, workshops and activities for environmental sustainability

Promote community engagement and partnership, community activities and pride

Help promote healthy homes, safe and secure living in the community

If not listed above, state the results that the project will achieve

PROJECT EVALUATION AND MONITORING

How will you measure the progress and success of the project with the results driven statements provided?

What process or tools will you use to evaluate the progress and success of the project?

Post project completion, how will you monitor the effectiveness of the project?

STEAMSHIPS COMMUNITY GRANTS ACKNOWLEDGEMENT

State how you will acknowledge the Steamships Community Grants Programme?

Social Media

Signage

Website

Announcement

Blog

Annual Report

Newsletter

Press Release

Poster

Other

PAST PROJECTS | INFORMATION

Use the tables below to tell us two (2) projects your organisation has completed or have been involved in within the last five (5) years, including project partners, donors and budget for each project.

PROJECT 1

PROJECT TITLE	
PROJECT DATE	
LOCATION	
DONOR & AMOUNT (PGK)	
OBJECTIVE	
DATE COMPLETED OR ONGOING	
PROJECT OUTCOME	

PROJECT 2

PROJECT TITLE	
PROJECT DATE	
LOCATION	
DONOR & AMOUNT (PGK)	
OBJECTIVE	
DATE COMPLETED OR ONGOING	
PROJECT OUTCOME	

PAST PROJECTS | STATUTORY BODIES

Has your organisation's past projects partnered with statutory organisations in Papua New Guinea?

Yes   No

If you answered Yes, please fill out the following table. If no, please proceed to next section, Category funding request.

PROJECT TITLE	
LIST STATUTORY ORGANISATION	
DATE COMPLETED OR ONGOING	
AMOUNT (PGK)	
OBJECTIVE	
OTHER DONOR 1	
OTHER DONOR 2	

CATEGORY FUNDING REQUEST

Why do you seek funding under this category?

How does this funding benefit your organisation? Include how this provides development and advancement in the community.

Are there any other partners involved? Who are they? List at least three (3). This includes but is not limited to churches, communities, village council, local level government, NGOs, other donors, statutory organisations

CONFIRMATION

To complete the application, ensure that you understand the content and information you have provided.

I have carefully read and understand the eligibility criteria for this programme as described in the Programme Guidelines, and I confirm that the organisation I represent meets the criteria.

I confirm that to the best of my knowledge the statements in this application are complete and accurate.

I accept the conditions of this programme and agree to accept the Steamships Community Grants Committee decision.

I agree that the organisation I represent will return a portion of or all of the funding if the project is not carried out as described in the application.

I agree that a completed Final Report including financial verification will be provided to the Steamships Community Grants Committee within 60 days of completion of the project.

I understand that the organisation I represent is not eligible to apply to this programme until any outstanding final reports for Steamships Community Grants Programme have been submitted and approved.

Name

Title

Signature

Date