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**New Zealand Head of Embassy Fund**

***Opening Round for Financial Year 2022/2023***

**Application Form and Information for Applicants**

**PURPOSE**

The 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 of:

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

**WHO**

The Fund is aimed primarily at community groups and NGOs but other types of organisations e.g. schools, business associations may apply. The Fund does not support individual businesses.

**HOW LONG**

No individual project will be supported for longer than two years. Supporting different projects by the same partner over a longer duration is possible.

**WHAT WILL NOT BE FUNDED**

* political, religious or evangelical activities N.B. 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
* international airfares/overseas conference attendance
* on-going (recurrent) funding of recipients’ operational/organisational costs such as wages and salaries, office items and communications

**APPLICANT PROCESS**

* For further information and to send your application by email the New Zealand Embassy contact [monica.vasquez@mfat.govt.nz](mailto:monica.vasquez@mfat.govt.nz)
* **Applications for the opening round of FY 2022/2023 close at 4.00 pm on 20 December 2022.**
* Applicants are encouraged to apply as soon as possible.
* Please ensure you have read our criteria thoroughly before submitting an application. As resources are limited we will prioritise those activities that best meet the HEF criteria.
* If the application is incomplete your application may not be considered. If further information is required it will delay the decision-making process.
* We may need to contact you about your application usually by email.
* Once decisions have been made, all applicants will be notified by email. Please allow up to 2 months from the application closing date to receive a notification regarding the final decision

1. **INFORMATION ABOUT THE APPLICANT ORGANISATION**

***(INFORMASI TENTANG ORGANISASI PEMOHON)***

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| --- | --- |
|  | **This column to be filled in by the applicant.**  ***(Kolom yang harus diisi oleh pemohon)*** |
| **Name of organisation:**  *Nama organisasi* |  |
| **Legal status :**  *Status resmi*(Attach notarial act)  *(Lampirkan akta notaris)* |  |
| Address **–** *Alamat lengkap:* | **Street/***Jalan:* |
| **Village/***Desa:* |
| **Region/***Kabupaten:* |
| **Province /***Propinsi:* |
| **Postal Code/**Kodepos: |
| **Contact Name for this application:**  *Nama kontak untuk aplikasi ini* |  |
| Phone number – *No. Telepon*  Fax number – Nomor fax  Email address **–** *Alamat email* |  |
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| **Bank Account Information**:  *Informasi rekening bank organisasi Anda* |  |
| **References:**  *Referensi*  **Please provide two reachable referees that your institution had worked before and/or your institution received funding. (Beneficiaries should not stand as a referee).**  *Cantumkan 2 pemberi referensi yang organisasi Anda pernah bekerja sama sebelumya dan/atau pemberi referensi dari pihak donor yang mendanai kegiatan organisasi Anda (Pihak penerima manfaat tidak termasuk kategori penulis referensi)*  **The position, organization, and contact information of the referee must be mentioned clearly.**  *Jabatan, organisasi, dan kontak informasi dari penulis referensi harus disebutkan dengan jelas* |  |

1. **INFORMATION ABOUT THE PROJECT**

***(INFORMASI TENTANG PROYEK)***

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| --- | --- |
| **Project Title:**  *(Judul proyek)* |  |
| **Project Location:**  *(Lokasi proyek)* |  |
| **Starting date of project:**  *(Tanggal proyek mulai)* |  |
| **Completion date of project:**  *(Tanggal proyek selesai)* |  |
| **Describe the Project.**  (Why the project is urgent? What problem does the project want to address?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.)  *(Mengapa proyek ini mendesak? Bagaimana proyek yang anda ajukan membantu menyelesaikan persoalan yang ada? Jika proyek anda melibatkan pekerjaan konstruksi, berikan desain proyek sederhana dengan perhitungan biaya bahan untuk berbagai komponen dari keseluruhan proyek pada lembar terpisah)* |  |
| **How does the Project support vulnerable populations, lives, and livelihoods impacted by COVID-19?**  *(Bagaimana proyek ini mendukung kelompok yang paling membutuhkan, kehidupan dan mata pencaharian masyarakat yang terdampak COVID-19?)* |  |
| **Who did your group consult with when developing the idea for this project?**  *(Siapa yang dikonsultasikan ketika anda/Tim mengembangkan ide untuk proyek ini?)* |  |
| **What are the project’s objectives?** *(Apa tujuan proyek?)*  **What do you want to achieve?** *(Apa yang hendak dicapai?)* |  |
| **Who will benefit from the project and how will they benefit? (include no. of women, men, boys and girls)**  *(Siapa yang akan mendapatkan manfaat dari proyek dan bagaimana mereka akan mendapatkan manfaat? termasuk jumlah perempuan, anak laki-laki dan anak perempuan)* |  |
| **Once the activity is completed who will take responsibility for future costs and maintenance?**  (*Setelah kegiatan selesai, siapa yang akan mengambil tanggung jawab untuk biaya di masa depan dan pemeliharaan?)* |  |
| **Describe how you will monitor progress towards outcomes and evaluate the success of the Project**  *(Jelaskan bagaimana anda akan memonitor progres terhadap hasil/capaian proyek dan bagaiaman anda akan mengevaluasi keberhasilan proyek tersebut)* |  |
| **How much do you want for this project?**  *(Berapa banyak dana yang anda butuhkan untuk proyek ini?)* |  |
| **Has your group applied to this Fund previously?**  *(Apakah organisasi Anda pernah mengajukan dana ini sebelumnya?)*  **If yes, please provide details of the funding request and the year the request was made.**  *(Jika ya, silakan berikan rincian permintaan dana dan tahun permintaan itu dibuat.)* | **No  Yes** |
| **Have you requested assistance from any other source for this project?**  *(Apakah anda meminta bantuan dari sumber lainnya untuk proyek ini?)*  **If yes, please describe:**  *(jika iya, jelaskan)* | **No Yes** |
| **Was the funding requested above successful? If not why not?**  *(Apakah dana yang dimintakan diatas sukses? Jika tidak, jelaskan)* |  |
| **What will your group contribute towards the achieving project?**  *(Apa kontribusi organisasi anda untuk keberhasilan proyek?)* |  |

**Implementation Plan (Show key tasks)**

*Rencana implementasi (Tampilkan tugas-tugas utama)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date**  *(Tanggal mulai)* | **End Date**  *(Tanggal akhir)* | **Task**  *(Tugas)* | **Inputs required**  *(Input yang diperlukan)* |
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**C.MANAGEMENT OF THE PROJECT**

***(MANAJEMEN PROYEK)***

**The organisation**

|  |  |
| --- | --- |
| **What’s the objective of the organisation?**  *(Apakah tujuan dari organisasi?)* |  |
| **Length of time in existence:**  *(Sudah berapa lama organisasi berdiri dan beroperasi)* |  |
| **History of your activities and funding**  *(Sejarah kegiatan Anda dan pendanaan)* |  |

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

*(Siapa yang akan mengelola proyek (misalnya koordinator proyek) dan memberikan laporan keuangan pada pengeluaran?)*

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| --- | --- |
| **Name:**  *(Nama)* |  |
| **Qualification/Skills of the Project Coordinator**  *(Kualifikasi/keterampilan koordinator proyek)* |  |
| **Experience of the Project Coordinator**  *(Pengalaman koordinator proyek)* |  |

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

*(Siapa lagi yang akan terlibat dalam pelaksanaan proyek?)*

|  |  |  |
| --- | --- | --- |
| **Name**  *(Nama)* | **Role**  *(Jabatan)* | **Experience in relation to delivering the project**  *(Pengalaman dalam kaitannya dengan memberikan proyek)* |
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**PROJECT BUDGET SUMMARY**

*(RINGKASAN ANGGARAN PROYEK)*

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| --- | --- | --- | --- | --- |
|  | **Fund Contributions\***  *(Dana yang diajukan ke New Zealand Aid Programme)* | **Your Contribution**  *(Dana yang dikontribusikan dari organisasi Anda, jika ada)* | **Other Contributors**  *(Dana dari kontributor lain, jika ada)* | **Total Cost**  (Biaya total) |
| **Labour Costs** |  |  |  |  |
| *Honorarium* |  |  |  |  |
| *Travel* |  |  |  |  |
| *Training* |  |  |  |  |
| **Material & Equipment** |  |  |  |  |
| *Tools/Equipment* |  |  |  |  |
| *Machinery* |  |  |  |  |
| *Freight* |  |  |  |  |
| *Consumables (fuel, fertiliser, chemicals)* |  |  |  |  |
| *Materials* |  |  |  |  |
| *Other* |  |  |  |  |
| **Overheads** |  |  |  |  |
| *Communications* |  |  |  |  |
| *Transport* |  |  |  |  |
| *Other* |  |  |  |  |
| **TOTAL** |  |  |  | IDR/NZD |

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

*\* Lampirkan pesanan faktur pembelian dari pemasok untuk semua item yang diminta. Anda harus memasukkan biaya pengiriman sebagai bagian dari faktur pembelian jika memungkinkan.*

**Risk Management**

*(Manajemen Risiko)*

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.

*(Daftar risiko yang terkait dengan pelaksanaan proyek, seperti rintangan dalam pelaksanaan proyek?  
Silahkan juga dirinci bagaimana organisasi mengelola risiko untuk memastikan berjalannya proyek)*

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| **Risk**  *(RIsiko)* | **How will the risk be managed?**  ***(****Bagaimana rIsiko akan diatasi?)* |
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Health and Safety

(*Kesehatan dan Keamanan)*

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

*(Apakah ada potensi risiko terhadap kesehatan dan keamanan pihak-pihak yang terlibat selama* ***proses implementasi*** *proyek ini?*

Circle one:              **Yes                      No**

*(Lingkari salah satu)*

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

*(Jika ya-lengkapi tabel di bawah ini. Sebagai contoh, lihat teks berwarna biru.)*

|  |  |  |
| --- | --- | --- |
| What tasks will be done to complete this project?  *(Pekerjaan-pekerjaan apa yang akan dilakukan untuk menyelesaikan proyek ini?)* | What tasks could cause an injury?  (*Pekerjaan-pekerjaan apa yang dapat menyebabkan kecelakaan kerja?)* | What will be done so that the injury does not occur?  (Apa yang akan dilakukan untuk mencegah terjadinya kecelakaan kerja tersebut?) |
| *i.e Providing & installing solar panels by project workers* | * *Risk of falling from working at heights*      * *Risk of injury when using tools and machinery* | * *Personal protective equipment is provided to workers including safety harnesses and [list equipment]* * *Installers are trained or qualified to carry out the work [list training or qualifications]* |
| *i.e Providing training on the ongoing maintenance of solar panels to local community (trainees)* | * *Risk of falling from working at heights*      * *Risk of injury when using tools and machinery* | * *Personal protective equipment is worn by trainees including safety harnesses and [list equipment]* * *Trainees are supervised by trained or qualified staff* * *Trainees are assessed after training to test their understanding of the training and ability to carry out the maintenance work* |
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1. Will the **outcome** of this project be used by the general public? I.e. community projects or public buildings/services.

*(Apakah keluaran dari proyek ini akan digunakan oleh publik secara umum? Sebagai contoh, proyek komunitas atau bangunan/pelayanan publik?*

Circle one:              **Yes                         No**

*(Lingkari salah satu)*

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

*(Jika ya-lengkapi tabel di bawah ini. Sebuah contoh ditandai dengan warna biru.)*

|  |  |
| --- | --- |
| What actions must be completed to ensure the safety of users or the general public?  *(Aksi apa saja yang harus dilakukan guna memastikan keselamatan pengguna atau publik secara umum?)* | 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  (*Siapa yang akan memastikan bahwa standar yang benar terpenuhi atau dukungan dan perizinan yang benar telah diperoleh? Contohnya, insinyur, insinyur lapangan, koordinator lapangan, otoritas lokal, dan lain-lain.* |
| *i.e. Training of local community to maintain solar panels (trainees)* | * *The Project Coordinator will train the local community trainees and assess their ability to carry out the maintenance work* |
| *i.e Installation certified to [insert standard]*  *Or*  *[insert Permit or endorsement] is granted* | * *Site manager / contract manager/ project coordinator*   *Or*   * *Local government or authority* |
| *i.e. Follow up & monitoring of local community trainees* | * *The project coordinator will help the local community trainees for three months after the project is completed* |
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1. Please outline the Covid-19 situation at your project location, and if local government policies and regulations will allow for the activities to progress.

(Mohon uraikan situasi Covid-19 di lokasi proyek Anda, dan jelaskan jika kebijakan dan peraturan pemerintah setempat akan memungkinkan berjalannya proyek kegiatan tersebut)

1. Please describe relevance of the proposed project in light of Covid-19. (Mohon jelaskan relevansi proyek yang diusulkan dengan konteks Covid-19)
2. Please explain what precautionary measures you will use to protect against the spread of Covid-19 in conducting your activities.

(Mohon jelaskan tindakan pencegahan apa yang akan Anda gunakan untuk mencegah penyebaran Covid-19 dalam menjalankan kegiatan proyek Anda)

1. Please provide the following addional documents,

(Mohon sediakan dokumen tambahan di bawah ini,)

1. comprehensive risk mitigation, including COVID19 risk mitigation

(Dokumen komprehensif mitigasi risiko, termasuk mitigasi risiko Covid-19)

1. comprehensive health and safety plan

(Dokumen komprehensif rencana kesehatan dan keselamatan terkait Covid-19)

1. organization’s central safety and security plan (if any)

(Dokumen utama rencana keselamatan dan keamanan organisasi (jika ada) )

**CHECKLIST**

(Daftar Periksa)

**Have you:**

(Sudahkan anda) :

* + Completed all sections of the form?

*(Mengisi seluruh formulir aplikasi dengan lengkap)?*

* + Enclosed quotations/invoices/purchase orders for the materials or equipment you seek?

*(Melampirkan dokumen penawaran/faktur jual beli/dokumen permintaan untuk peralatan/*

*perlengkapan yang Anda perlukan? )*

* + Attached lists of names of those implementing the project?

*(Melampirkan daftar nama-nama yang terlibat dalam implementasi proyek)*

* + Enclosed all necessary information/documents mentioned above

(references, COVID risk mitigation, health and safety plan)?

*Melampirkan seluruh informasi/ dokumen yang diperlukan sebagaimana disebutkan di atas*

*(pemberi referensi, mitigasi risiko COVID, rencana kesehatan dan keselamatan)?*

* + Signed below?

*(Menandatangani bagian di bawah ini?)*

**Application submitted by:**

*(Aplikasi diajukan oleh):*

|  |  |
| --- | --- |
| **Name:**  *(Nama)* |  |
| **Title :**  *(Jabatan dalam organisasi)* |  |
| **Signature :**  *(Tanda tangan)* |  |
| **Date :**  *(Tanggal pengajuan)* |  |