

Rotary Pacific Water for Life Foundation

Application Form for Project Funding



Thank you for your interest in project funding through the Rotary Pacific Water for Life Foundation (RPWFLF).

Please note: This application form is designed for organizations or communities soliciting funding and prepared to oversee project implementation and monitoring themselves. RPWFLF is willing to provide assistance to organizations in coordinating aspects of their project, but requests that there be someone responsible for overall project management.

If you would like assistance with the completion of this application form and in managing your project design and implementation, please send a letter of interest or email to the following address and a project coordinator will get in touch with you to evaluate the project and assist with the process.
In the request for assistance, please include project location, contact information, and a brief description.

Rotary Pacific Water for Life Foundation
Level 1, Westpac House
73 Gordon St, Suva, Fiji Islands
Fax: (679) 321-7322

projects@rotarypacificwater.org

Otherwise, if you are soliciting funding and are prepared to manage the project, then please fill out the application form following the instructions below.

Application Instructions

What types of projects does the foundation support?

The foundation was established in order to support project proposals that provide the infrastructure, expertise and skills to deliver safe, clean and sustainable water to impoverished communities, schools, health centers and nursing stations throughout Fiji and the South Pacific. While the primary focus of the foundation is on providing safe water, projects designed to protect the integrity and cleanliness of existing water sources (such as basic sanitation and/or water protection infrastructure) will also be considered. Project proposals most likely to receive funding will be those designed to improve the overall infrastructure or sustainability of a water system, existent or non-existent.

These can include, but are not limited to:

Rainwater harvesting systems
Spring catchment and protection systems
Borehole systems
Pumps (including replacement or repair)
Water tanks and/or reservoirs
Distribution system improvement (pipes, tubes, reservoirs, etc.)
Water system education and maintenance
Basic sanitation schemes (wastewater, latrines, etc.)

What are the funding limits?

Rotary Pacific Water for Life Foundation will fund up to 100% of a project's overall cost up to \$50,000 USD, or portions of projects with larger budgets. If a project proposal requires a large amount of funding (over 50,000 USD) it is recommended that either the project be separated into smaller sections or phases, or that other sources of funding be explored in order to collaborate on project expenses.

Who is eligible to apply?

This form is for communities, NGOs, Rotary Clubs and other agencies to submit new and/or ongoing project proposals to the Rotary Pacific Water for Life Foundation for review and funding. **No more than two "active" projects per applicant at one time please.** A project is considered "active" from the time an application is received until the final completion report is received and approved by the foundation. Please see below for further description on project application and review process.

What is the proposal review and approval process?

1. **Application Under Review By Project Staff:** Once the application is received and passes an initial screening, you will receive confirmation of its receipt by the foundation. The project proposal then will be assigned a foundation project coordinator and a number. We request that any email correspondence sent to the foundation include the project location and number within the subject line. Once received, the application will be evaluated by the project staff and foundation trustee's board to determine if it is complete or still requires further information.

(Project Review and Approval Process Continued)

2. Application Under Review By Foundation Technical Advisory Committee (TAC): Following review and initial approval by the trustee's board, the project will then be assessed by the Technical Advisory Committee (TAC). In order to better assist our technical advisory committee (TAC) in the assessment and review of your proposal, please fill in the application as thoroughly as possible. If available, please include design plans, documents, maps, photos, or other relevant information that will assist the foundation in gaining a better understanding of the project proposed. This additional information can be sent to the foundation via post, fax, or email. **Please note that depending upon the type of project proposed in this application, the foundation will likely solicit further information from you either via a technical survey or other correspondence in order to better understand the technical requirements of the project. Furthermore, a project coordinator may also request a project site visit for further assessment.**

3. Application Under Final Review By Foundation Project Staff and Trustees Board: Following TAC recommendations, the foundation project staff will make a final review of the project to ensure that the design is sound.

4. Application Approved For Funding Pending Applicant Acceptance: A letter of approval will be sent to the applicant soliciting payee information and media/public relations advice and cooperation. Additionally, a final project report form will be included to be included upon project completion.

5. Project Approved, Awaiting Reports: Once approval forms are signed by the applicant and payee information provided, the foundation will organize the transfer of funds. During this time, the foundation may contact the applicant periodically to obtain progress reports on the project. **Should any difficulties be encountered during project implementation, please do not hesitate to contact the foundation for assistance in finding a solution.** Upon the completion of implementation, the applicant will submit a final project report following the guidelines established in the approval letter. This final report should include photos, financial statements (including bank account information, tax invoices, etc.), and other relevant information. *For financial auditing purposes, many organizations have found it simpler to establish a separate project bank account for funding.*

6. Project Complete and Closed: Once the final report has been submitted and an evaluation carried out by the foundation, the project will be deemed completed. **The foundation will likely request a visit to the project site for overall evaluation and to better establish best practices.**

What is expected following project approval?

Should a project receive funding from the foundation, the applicant must agree to submit a final report and in the cases of larger projects, periodic project reports when requested. Additionally, the applicant must agree to project site visits by foundation project staff for monitoring and evaluation when requested.

How is the application submitted?

Applications will be accepted at any time of the year, please note that depending on the volume of applications the foundation may have at any given time, the approval process can take between 1-3 months. **While email is the preferred means of submission (projects@rotarypacificwater.org), applications will also be accepted via post or fax.**

Please fill in all fields as thoroughly as possible and submit application form to:

**Rotary Pacific Water for Life Foundation
Level 1, Westpac House
73 Gordon St, Suva, Fiji Islands
Fax: (679) 321-7322
projects@rotarypacificwater.org**

Thank you for your patience throughout the application process, for any questions please contact a project coordinator at:

**(679) 995 2007
projects@rotarypacificwater.org**

For your convenience, there is an application checklist at the end of this form.

Thanks again for your submission, and we look forward to working with you on your project.



I. PROJECT LOCATION

Please provide the name of the project site, the community or settlement, school or health center (if applicable), town, city or province and country.

Project Site	
Community/Settlement	
School/Health Center	
Town/City/Province	
Country	
Latitude/Longitude of the project site (Google Earth or other maps can be useful in locating this information)	
Written Description of How to Arrive to Project Location (from nearest well-known landmark)	

General purpose of the project: Briefly, in 50 words or less, what does the project hope to achieve? (this can be the project's title, objective or goal)

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II. PROJECT BENEFICIARIES AND COMMUNITY ASSESSMENT

General information about the project site and community:

- What is the history of the community?
- What languages are spoken in the community?
- How is the community organized?
- What kind of work are most of the community members involved in?
- What are some of the strengths within the community, and what challenges may need to be overcome?

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Please provide basic demographic information about the people who will benefit from the project:

Number of Men		Number of Women	
Children (under the age of 18)		Children (under the age of 5)	
Number of Families Project is Designed to Benefit:			
Total Population of people benefiting from the project			

Needs Assessment:

- What has the community (or school, health station, etc.) stated as their needs, specifically in regards to water?
- Do they hope to improve the quantity of their water?
- Do they see a need to improve the quality of their water?

Public Health Assessment:

- What is the general state of health in the community?
- What is the nearest health facility and what resources does it have?
- Have community members complained of illnesses related to the consumption of unclean water?
- Which part of the population (men, women, children) do these illnesses affect the most?

In addition to a description, please include any relevant health data and/or statistics that would be helpful.

III. PROJECT DESCRIPTION

How does your proposed project plan to meet the needs as expressed by the community in the previous section?

IV. TECHNICAL DESCRIPTION

Technical Description: This section is to help the foundation better understand the technical aspects of your project proposal. The more information that you can provide here, the greater ease with which the foundation can evaluate your project efficiently. If quantities are asked for and accurate data is available, please include that. If not, please indicate that the information is approximate. **Please note that dependent upon the information provided here, once the project proposal moves through the initial assessment more information will be solicited either via specific technical surveys or other correspondence. If you require assistance obtaining some of the technical data, please note so in the fields below and the foundation will be happy to work with you.**

Previous projects:

- If any, what are some of the previous projects carried out in the community (especially ones related to water)?
- When were they completed? Who was responsible for their implementation and funding?
- What are some of the lessons learned from these projects?
- What are some of the positive outcomes from previous projects?
- Is there still equipment from previous projects in working order, such as pumps, tanks, reservoirs, etc..?
- If equipment is not in working order, is it repairable?

Water Use and Plans:

- Aside from drinking, do the community members have additional plans for the water system to be installed?
- Will they use it for washing, or for agriculture?
 - Is there a system in place to ensure that water isn't wasted?

Water Source and Geographic Information:

- What is the proposed or existing source of water in this project?
- Is it a spring, a stream, borehole, rainwater catchment, or some other type of source?
- Where do the people currently get their water from?
- Where is the water source located?
- How far is the source from the community?
- Are there water rights issues that need to be considered?
- Who owns the land where the source is located?
- Who owns the land that the project will affect (i.e. land that pipes or tubing needs to cross)?
- Are the landowners in agreement with the project?

- Between the community and the source, what is the terrain like?
- Is it mountainous or flat?
- Is it covered with vegetation or more open?

- Do animals graze near the water source?
- What kinds of animals?
- Is there farming nearby?

If applicable, a basic map would be helpful in giving a visual representation of the water source location in relation to the community itself.

Water Quantity:

- How much water is available from the proposed source?
- Is there a difference between the quantities available during the wet and dry seasons?
- Is the water source dependable throughout the year?
- Has a flow rate been measured?
- If a flow rate has been measured, was it during the dry season?

Water Quality: Has the water been tested?

- If so, by who?
- When?
- What was it tested for (i.e. mineral content, bacteria, etc.)?
- How often is the water tested?
- According to those who are drinking it, how does the water taste?

If any copies of water quality test results are available, please include them with this application.

Storage Information:

- What is the volume of tanks or reservoirs that are currently being used in the community?
- How many are there?
- Where are they located in the community?
- Would new tanks or reservoirs be a part of this project?

Sanitation and other sources of contamination:

- How is the project site currently dealing with sanitation?
- Are there latrines? Septic tanks? Sewer system? Flushing toilets?
- How is wastewater handled?
- Is the project site near farming or places where animals are kept?
- Do people use pesticides or other chemicals on their farms?
- How is rubbish disposed of?

Energy Information:

- Is there power available in the community?
- Where does it come from?
- Is it generator powered or connected to a larger grid-based system?
- If it is a generator, when is it used?
- What is the condition of the generator? (Age, power specifications, etc.)
- Who is responsible for maintaining the generator?
- How is money raised to pay for petrol?
- Are there any other sources of power in the community?
- Are there any streams flowing near the community where micro-hydro might be an option?

Materials and Equipment:

- Where is the nearest place that project materials can be purchased?
- Will materials have to be ordered ahead of time?
- How will materials be delivered to the project site?
- What are the difficulties involved with transporting materials to the project site?
- If specialized equipment is to be used (such as a bore drilling rig), how will this be organized?

Weather Information:

- Please describe the weather throughout the year at the project site.
- Is there a wet/dry season? When?
 - How much rain falls in each season (this is especially important for rainwater catchment systems)?
 - Are there extended periods without rainfall?
 - Are there extended periods without sunshine?
 - What are the wind conditions (to see if wind energy is a viable option)?
 - Is the community vulnerable to cyclones, or flooding?

V. COMMUNITY INVOLVEMENT, PARTICIPATION AND EDUCATION

RPWFLF encourages active community participation in as much of the project planning and implementation as possible in order to increase ownership and thereby the likelihood of sustainability. Projects without any significant labor contribution from the community members themselves will likely not be considered for funding due to the low probability of long-term project sustainability. It is highly recommended that some type of group be formed by the community before the project begins that will be responsible for managing the system upon completion and organizing community members in implementation activities.

- How will the community members be involved with this project?
- Who will the project belong to during and following the project?
- If there is equipment (pumps, generators, solar panels, etc.) to be purchased as a part of this project, who will it belong to in the community?
- Who will be responsible for the maintenance of the system?
- Is there a committee or group in place who will manage the project during and following implementation?
- What is the structure of this committee or group?
- Will the community members provide labor as a part of the project to help with implementation?
- How will the labor be organized?
- Will the community members be providing other contributions to the project, financial or otherwise?

Please include any documentation such as letters or community request forms regarding community sponsorship and approval of the proposed project.

Education and Training:

- Does your project contain an education or training component?
- What topics will be covered?
- Who will be responsible for the instruction?
- Who will receive the training?

Rotary Pacific Water For Life Foundation strongly advocates an education/training component as a part of every project in order to increase the sustainability and lifetime of the system, as well as to increase awareness within the community. If you have not considered an education or training scheme as a part of your project, would you object to the foundation coordinating with you and other organizations to identify and implement an appropriate training component? (Please answer in the field below)

Sustainability:

- How will the project beneficiaries maintain this project after grant funding has been fully expended?
- If there will be recurring financial costs associated following implementation, how will money be raised to cover these?

Monitoring and Evaluation:

- How will the project be monitored following implementation?
- Will there be periodic visits to the project following completion to ensure that things are still running smoothly?
- If so, what is the general monitoring timeframe? Who will be responsible?
- How will the community be involved in the monitoring and evaluation?

COMMUNITY CONTACTS: Please provide community contact information if available

Name		Name	
Position/title		Position/title	
E-mail		E-mail	
Town/City		Town/City	
Home Tel		Home Tel	
Office Tel		Office Tel	
Fax		Fax	
Mobile		Mobile	
Name		Name	
Position/title		Position/title	
E-mail		E-mail	
Town/City		Town/City	
Home Tel		Home Tel	
Office Tel		Office Tel	
Fax		Fax	
Mobile		Mobile	

VI. REQUESTING AGENCY AND PARTNERING ORGANIZATIONS

GROUP OR AGENCY REQUESTING PROJECT: Please briefly describe your organization.

- Have you worked on water projects in the past?
- What is the role of your organization in this project?
- Who will manage the project from your organization?
- Do you have the resources to supervise the project implementation?

Rotary Pacific Water For Life Foundation aims to assist and help coordinate projects, not manage them. No project implementation or other decisions will be made without the consent and approval of the project manager from your organization.

Primary Contact		Additional Contact	
Name		Name	
Position/title		Position/title	
E-mail		E-mail	
Town/City		Town/City	
Country		Country	
Home Tel		Home Tel	
Office Tel		Office Tel	
Fax		Fax	
Mobile		Mobile	

Other Organizations or Groups Cooperating with the Project

If applicable please include information about other organizations, public or private, that will be participating or cooperating in the project as well. If there are none, please leave the fields blank.

Primary Contact		Additional Contact	
Name		Name	
Position/title		Position/title	
E-mail		E-mail	
Town/City		Town/City	
Country		Country	
Home Tel		Home Tel	
Office Tel		Office Tel	
Fax		Fax	
Mobile		Mobile	

VIII. BUDGET

Please provide an itemized budget for the anticipated expenses of the project. (Please include all expenditures related to the project) ****Price quotes for all materials are requested and can be used instead of the form below****. If you are including price quotes with this application then there is no need to repeat all of the information below, please just reference the price quote.

Budget Item	Name of Possible Supplier	Amount
ACTUAL EXPENDITURE (Do not include donations-in-kind)		
	Actual Expenditure Sub-Total F\$	
DONATIONS IN KIND (Do not include items where payment is needed) Any labor or equipment donated by the community please include here.		
	Donations-in-kind Sub-Total F\$	
	Total F\$	

Please provide information about other sources of funding (including monetary, in-kind donations, and labor from the community). **Rotary Pacific Water For Life Foundation is willing to contribute 100% of project funding and will not discredit applications based on lack of other funding.**

Source Income	Type (Cash, In-Kind, etc.)	F\$ amount
TOTAL AMOUNT SOLICITED FROM RPWFLF		
TOTAL PROJECT EXPENDITURE BUDGET (Must match Expenditure Sub-Total from above)		

IX. ADDITIONAL INFORMATION

Please attach to this document any additional information that will help the foundation in evaluating this project including photos, plans, maps, designs, price quotes on materials, water and/or soil studies, and documents of support or cooperation from community or partnering organizations.

X. SIGNATURES

By signing below, you agree that the information submitted in this form is accurate and you are agreeing to the project process outlined by the Rotary Pacific Water For Life Foundation in the first two pages of this form.

Signature of Project Lead/counterpart in the community	
Printed Name	
Signature	
Date	

Signature of Project Manager from your organization.	
Printed Name	
Signature	
Date	

Please complete the checklist on the following page and submit the application for review to:

Resina Koroi
Rotary Pacific Water for Life Foundation
Level 1, Westpac House
73 Gordon St, Suva, Fiji Islands
Fax: (679) 321-7322

projects@rotarypacificwater.org

Once RPWFLF has received your application you will receive confirmation via email or other preferred contact. Please allow 3-4 weeks for us to process your application and determine what follow-up information, if any, is required.

Thank you for your submission, please do not hesitate to contact us with any questions regarding the application process, and we look forward to working with you on your project.



APPLICATION CHECKLIST

<i>Does the project fall within the eligibility guidelines as established by the foundation?</i>	
<i>Does the project description clearly state how it proposes to assist those in need?</i>	
<i>Has the community committed to participating in the project?</i>	
<i>Has the community formed a group responsible for the management and maintenance of project?</i>	
<i>Is a detailed, itemized budget included in the application, including price quotes from various distributors?</i>	
<i>Is the timeline section of the application complete?</i>	
<i>Is all available technical information provided? (Project history, water source information, energy information, photos, maps, drawings, and other information if available)</i>	
<i>Are all cooperating organizations listed and their roles clearly established?</i>	
<i>Is there a plan in place for training (or if not, an agreement within the appropriate application field to allow the foundation to assist in this)?</i>	
<i>Is there a plan for monitoring and evaluating the project?</i>	
<i>Have you made copies of all necessary documents for your files before submission to the foundation?</i>	
<i>Is the application signed and dated?</i>	

