

Annex 1

Eligibility Criteria Checklist

You do not need to send in this form with your application.

It is a checklist to determine if your organisation meets the basic eligibility criteria of the Incentive Fund before filling in the CP form. If you answer “no” to any question, do not submit your application. You will need to address that criteria prior to submitting a proposal.

Question	Yes	No
About the proposed project		
Does your proposal focus on one or more development priorities listed in the PNG Medium Term Development Plan, PNG’s Vision 2050, PNG’s National Development Strategic Plan or the PNG-Australia development priorities?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation have the support of relevant government bodies (national/ provincial/ local) and the organisation’s executive body for the project proposal?	<input type="checkbox"/>	<input type="checkbox"/>
Has the organisation obtained community agreement with the project objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation have title or appropriate long-term lease (as defined by IF5 policy) over land involved in the proposal or legal authority for the use of the land?	<input type="checkbox"/>	<input type="checkbox"/>
Is the required funding within the Incentive Fund limits? (K1 million -10 million)	<input type="checkbox"/>	<input type="checkbox"/>
Is the proposed activity eligible under the Incentive Fund guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
Is the proposed project consistent with the organisation’s core activities and management?	<input type="checkbox"/>	<input type="checkbox"/>
Will ownership of assets created or procured through the project rest with a government body or community-based organisation?	<input type="checkbox"/>	<input type="checkbox"/>
About the organisation		
Does the organisation have two years of audited financial accounts (in the last four years) that have been audited by a registered independent company external auditor or the PNG Auditor General?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation demonstrate a willingness to address issues of gender equality, women’s empowerment, HIV/AIDS, disability, child protection and the environment?	<input type="checkbox"/>	<input type="checkbox"/>
Is the organisation established in PNG under legislation or registered with the Investment Promotion Authority)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation have a good track record in managing development activities?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation have appropriate technical expertise and experience?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation have an appropriate organisational structure and staffing profile to manage and implement the scope of the proposed project?	<input type="checkbox"/>	<input type="checkbox"/>
Can the organisation demonstrate that it has good financial management and control; that it complies with its accounting and auditing procedures; that it has no undisclosed debts, compensation demands, or tax assessments; and that it can establish a separate project bank account?	<input type="checkbox"/>	<input type="checkbox"/>

Annex 2

Concept Proposal Application Form

A Concept Proposal (CP) using the IF5 application form must be prepared as the first stage in the Incentive Fund application process. The purpose of the CP is to determine whether the proposed project meets the Incentive Fund's Gateway Screening criteria and development priorities.

The Incentive Fund will acknowledge receipt of your application and give you an estimate of the time it will take before a decision is made on whether you will proceed to the next stage.

If an application does not pass screening, the Incentive Fund will provide reasons in writing. Organisations should **not** commit time and money to prepare a Detailed Proposal unless they are invited to do so by the Incentive Fund.

If a CP is selected to proceed, the Incentive Fund will write to the organisation about the next stage of the process.

Organisations should be aware that **acceptance of a CP does not guarantee funding. The preparation of the CP and any subsequent proposal development is at your own risk and expense.**

There are two sections to the CP application form that follow: **Section A: The Organisation** and **Section B: Concept Proposal Project Details.**

Attachments are also required with your CP application, as listed below in Section B.

INCENTIVE FUND PHASE 5 CONCEPT PROPOSAL APPLICATION FORM

Follow this format and answer all questions as thoroughly as possible. Do not use any other application form (in whole or part) when applying to the Incentive Fund

PLEASE ATTACH SEPARATE SHEETS IF INSUFFICIENT SPACE HAS BEEN ALLOWED.

PLEASE DO NOT SEND ANY ORIGINAL SUPPORTING DOCUMENTS.

Section A: The Organisation

Incentive Fund supports organisations that show they have a proven track record of supporting service delivery and economic development in Papua New Guinea.

Full name of organisation:	
Name of main contact person:	Position in organisation: Email: Telephone:
Name of second contact person:	Position in organisation: Email: Telephone:
Mailing address:	
General telephone:	Facsimile:
General email address:	

1. What type of organisation is applying? (Place an x in one box or more)

Note: Only organisations that are either registered with PNG Investment Promotion Authority (IPA) or established by legislation in PNG are eligible for an Incentive Fund grant.

- Government, or statutory authority
- Private sector organisation
- Private sector foundation
- Landowner, community or similar group
- Faith-based organisation
- Community-based organisation
- Non-government organisation
- Other; give brief details:

If registered with IPA, please state IPA No.

Important Note: Private sector organisations and foundations are required to make a Counterpart Contribution. For more information see Page 5 of the Information Pack

2. Has the organisation previously applied for funding from the Incentive Fund?

- Yes
- No

If yes, please provide details.

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3. Has the organisation received an Incentive Fund grant in the past?

- Yes
- No

If yes, please provide details.

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Important Note: Any organisation that is a previous Incentive Fund recipient must provide a counterpart contribution of 10% for each grant already received. The total project cost in these cases should not exceed K10 million.

4. Provide a brief overview of the organisation (attach up to four A4 pages). Include:

- Purpose, goals and objectives of the organisation
- The budget within which it operates
- Organisation structure and staffing profile
- Legal status and governance arrangements, for example board composition

- A statement describing the organisation's main source/s of funding
- Sex-disaggregated data on recipients (beneficiaries) of the services your organisation has provided over time.

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5. Does the organisation have audited accounts? (Tick one and attach evidence)

Note: Only organisations that have audited accounts are eligible for funding. Audits should be conducted by independent auditors currently registered in PNG or the PNG Auditor General's Office.

- Independently audited accounts are available for two consecutive years in the last four years. Please state years. Yr 1 _____ Yr 2 _____
- Accounts available but have not been audited. **NOT ELIGIBLE**
- Accounts have been internally audited. **NOT ELIGIBLE**
- Accounts are not available. **NOT ELIGIBLE**

6. Does the organisation have a computerised financial management system?

- Yes
- No. Please note that a computerised system is required as a condition of any grant.
If yes, please provide details.

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7. Does the organisation have a successful track record of managing similar development activities?

- No
- Yes
- Please attach details of relevant projects (up to four (4) pages) managed by your organisation, including dates, name and value of project, degree of success, including outcomes of the project/s. Describe how the project/s were monitored and evaluated. Please provide details of referee/s that can be contacted to discuss the project/s.

8. Does the organisation have written guidelines/policies/procedures for purchasing goods and services (procurement and tendering) and ensuring value for money?

Note: Organisations must show that they use acceptable procurement procedures to be eligible for funding. If an organisation does not currently have procedures, it will be required to document procurement procedures as part of the development of the project proposal. **Please attach copy of procurement and tendering policies or procedures for purchasing goods and services.**

- Yes
- No

9. Does the organisation have written policies or guidelines that address issues relating to HIV/AIDS, gender equality, child protection and disability? Have these been implemented?

Please describe and attach relevant policies and guidelines and provide details of implementation.

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10. Will the project help to develop the capacity of your organisation to understand and promote gender equality, women's empowerment and social inclusion? If so, how?

Please describe briefly. You are encouraged to attach an annex with more information if available.

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11. Has the organisation sought funding for this Concept Proposal from any other organisation?

No

Yes (provide details):

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12. Provide any available information on the following:

- The quality of current financial management, accounting and auditing procedures.
- Disclosure of debts, compensation claims, tax assessments.

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This is the end of Section A.

SECTION B continues on the following page.

Section B: Concept Proposal Project Details

1. Description of the proposed project

Proposed project title	
Funding requested (approx.) (range K1-10 million)	K.....
Duration (approx.) months/ years
Location (province, district, town)	
Partners: list any partners that will be involved in the project, noting any contribution they will make	

2. What is the goal of your project? Describe how it will benefit Papua New Guineans.

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3. What national development priority will this project address if it is funded? (Medium Term Development Plan III (aligned to specific Key Result Areas), sector policies/priorities, etc.)

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4. Are you seeking 100% funding?

[] Yes

[] No

If no - where is the balance of the funding coming from?

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5. Attach a description of the proposed project (up to five A4 pages). You should address the following points:

- Goal and intended outcomes of the proposed project. List the intended outcomes separately with the target and timeframe for their achievement
- Explain what change the project is intended to achieve and who will benefit. Why is the project needed? What are the issues that the project will address?
- List and describe all major activities to be undertaken, divided into the major project components. Provide an estimated budget and timeline for each component, noting the project management cost policy. List the major procurement items.
- Partner Organisations are encouraged to include Information and Communication Technologies (ICT) provisions for relevant infrastructure such as internet access in classrooms and dormitories etc.
- The general nature and scale of construction activity.
- A brief description of the local environment including local topography and natural drainage (note any streams or rivers close by), local vegetation or land-uses (gardens, roads and other infrastructure), and the use of local resources such as streams or rivers for domestic purposes.
- Who will be responsible for managing implementation of the project? List skills and experience.
- Support from relevant national or provincial government or authority/ sector agencies (provide evidence that consultations have occurred with district or provincial governments about the proposal). Attach recent letters of support from appropriate national and provincial and/or sector departments, addressing local development priorities where relevant. These should be less than one year old, specific to the project and include a commitment to recurrent funding if relevant.
- What is the community attitude to the project and how has this been assessed?
- Who was involved in developing the project concept? Have women participated in developing the project concept? What other individuals or groups were consulted?
- Have people with a disability or any accredited disability organisation been consulted in the development of this proposal and were the needs of people with a disability considered? Will your project enable active participation and contributions by people with disabilities (for example, inclusive education and accessible infrastructure)?
- Does the project consider how to deal with issues for people living with HIV/AIDS, in particular how to avoid negative outcomes for those people and for others? Have policy or activities related to child protection been discussed?
- How does the organisation intend to ensure the project is sustainable after funding from the Incentive Fund ceases? For example, how will recurrent costs be met?
- What lessons have you drawn on from past experience when developing this Concept Proposal?

Include any other information you feel may help us understand the project.

6. How will this project specifically empower women and girls? Please outline the practical benefits that women and girls will gain from this project, in terms of (i) access to resources and services (ii) leadership and decision-making opportunities (iii) gender-based violence and (iv) women's economic empowerment.

Please describe briefly. You are encouraged to attach an annex with more information if available.

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7. In what ways will the project involve the private sector?

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8. To determine the likelihood of significant environmental impact, please indicate:

Whether the proposed project site and the area around it (up to 2km from the site) will impact on:

- land protected by law (such as National Parks or other Protected Areas)
- animals or plants that are protected by law, or considered rare or endangered
- the site of significant cultural, traditional, historical or archaeological features or events
- none of the above
- don't know

Whether the proposed project activities will involve:

- generation of hazardous wastes (e.g. asbestos) which are dangerous to human health and safety, and which require special handling or treatment
- depositing of waste or discharge of untreated sewage, or wastewater contaminated with oils or chemicals into natural surface waters, coastal waters, ground-waters, or areas used by communities such as garden areas
- draining of lakes, ponds, wetlands, swamps, bogs or coastal lagoons
- cutting, felling or removal of swamp forest or mangroves
- excavation, removal or the risk of physical damage to coral reefs
- none of the above
- don't know

If any of these activities apply to your proposed project, please provide as much detail as possible in your project description. You are advised that if any of the above applies to your proposed project, you may be required to apply to the Conservation and Environmental Protection for an Environment Permit or Approval to carry out the activity.

9. If your project involves activities where land is required e.g. infrastructure, farming etc., please provide evidence of land ownership details for all sites involved. Tick the appropriate box (providing detail separately, if necessary).

Note: The Incentive Fund can only support projects involving land if the applicant organisation has secure land title, long-term lease (accepted as a traditional 99-year lease where land ownership reverts to GoPNG; generally, sub-leases are not acceptable) or legally-registered land-use agreement.

Government land

i. Do you have the land documents from the PNG Department of Lands and Physical Planning that record the original government acquisition from the traditional owners, and the compensation paid?

Yes (Please attach copies of land title documents: DO NOT SEND ORIGINALS.)

No

ii. Do you have a certificate authorising occupancy (CAO) of land or other authority?

Yes (Please attach copy of CAO)

No

Leasehold land

i. Give details of the owner (lessor) and the lessee.

(Please attach copies of land title documents: DO NOT SEND ORIGINALS.)

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ii. What type of lease has been issued? (Is it a private commercial lease, or a Special Purpose Lease from the Government, or some other sort of lease?)

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iii. If your lease is for a specific purpose, please state that purpose.

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What is the term (duration) of the lease?

iv. When did the lease commence?

Freehold land

The title document is available to confirm ownership of the land. (Please attach copies. DO NOT SEND ORIGINALS.) The land was purchased in (date of acquisition).

This is the end of Section B.

Attachments required to the CP application include:

- Brief overview of the organisation (up to four pages)
- Evidence of two years of independently audited accounts, including any qualifications, and the related financial statements
- Recent letters of support from relevant government bodies and community groups, specific to the project
- Details of relevant projects (up to four pages) managed by your organisation
- Copy of procurement policies or procedures for purchasing goods and services
- Relevant policies or guidelines that address issues relating to HIV/AIDS, gender equality, child protection, disability or environmental management issues
- Description of the proposed project (up to five pages)
- Land information including demonstrating the following, where relevant:
 - Government land – Copy of land documents from the PNG Department of Lands and Physical Planning that record the original Government acquisition from the traditional owners and the compensation paid. (DO NOT SEND ORIGINALS)
 - Freehold land - Copy of the title document to confirm ownership of the land. (DO NOT SEND ORIGINALS)
 - Legally-endorsed land use agreement (e.g., by a Level 5 magistrate)

Date of Concept Proposal submission

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Signed:

Name:

Position in the organisation: