

**INCENTIVE FUND
CONCEPT PROPOSAL APPLICATION FORM**

You must follow this format and answer all questions as thoroughly as possible.

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 service delivery and previous experience in managing similar activities, and that meet Incentive Fund criteria.

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
- Landowner, community, or similar group
- Faith-based organisation OR Community-based organisation
- Non-government organisation
- Other; give brief details:

If registered with IPA, please state IPA No.

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. This contribution should not be through a co-funding arrangement.

4. Provide a brief overview of the organisation (attach up to four (4) 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. Include a statement describing the organisation’s main source/s of funding. Include segregated data on recipients (beneficiaries) of the services your organisation has provided over time, for example number of girls and boys who have graduated from a school in the past four years.

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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 are not available. **NOT ELIGIBLE**

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

Yes

No. If currently No, please note that a computerised system will be required.

If yes, please provide details.

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

This question seeks to understand the organisation's experience and track record in managing relevant projects with budgets of similar size.

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. Can your organisation demonstrate how gender equality, women's empowerment and social inclusion activities (disability, HIV/AIDS, child protection) will be included in your project and ultimately enhance your organisation's service delivery? Will your project benefit men and women differently?

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

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11. Will the project help to develop the capacity of (i) your organisation and (ii) people in the community 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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12. 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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13. Has the organisation sought funding for this Concept Proposal from any other organisation?

No

Yes (provide details):

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14. Provide any available information on the following:

- The quality of current financial management, accounting and auditing procedures.
- Disclosure of debts, compensation claims, tax assessments.
- An analysis of budget and expenditure for the past two (2) years including the ratio of management and overhead costs to total expenditure.

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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 national development priority will this project address if it is funded? (Medium Term Development Plan, sector policies/priorities, etc.)

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3. Are you seeking 100% funding?

[] Yes

[] No

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

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

- Goal and intended outcomes of the proposed project.
- Consistency of the project with the organisation's normal activities.
- What change the project is intended to achieve and for whom. Who will benefit from the project?
- Why is the project needed? What are the issues that the project will address? What problem is the project expected to solve?
- 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.
- 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 letters of support from appropriate national and provincial and/or sector departments, addressing local development priorities where 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? Were issues in relation to women and girls considered in developing the project proposal?
- The general nature and scale of construction activity (e.g. primary schools, primary health clinic, markets).
- 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.
- 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?
- Who will be responsible for managing implementation of the project? List skills and experience.
- 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.

5. 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.

6. 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 (4) A4 pages)
- Evidence of two years of independently audited accounts, including any qualifications
- Details of relevant projects (up to four (4) A4 pages) managed by your organisation, including dates, degree of success, outcomes of the project and description of how the project/s was/were monitored and evaluated. Please provide details of referee/s that we can contact to discuss the project/s
- Copy of procurement policies or procedures for purchasing goods and services
- If the organisation has them, please attach 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, including the following (up to five (5) A4 pages):
- 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)
- Letters of support/evidence from relevant national or provincial government.

Date of Concept Proposal submission

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Signed:

Name:

Position in the organisation:

Annex 3

Concept Proposal Criteria for Gateway and Development screening

You do not have to submit the table below. It is for your own use, to assist in the development of your Concept Proposal by providing information on the compliance requirements for organisations that are being considered for a grant.

Criteria for Stage 1: Gateway Screening

No.	Compliance Requirement	Yes/No
1. Funding		
1.1	Is the level of funding requested between K1 million and K10 million?	
1.2	Has the organisation received previous IF funding?	
1.3	Is there any counterpart funding?	
1.4	Duration of proposed project	
2. Accounting records		
2.1	Has the organisation provided evidence of two consecutive years of accounts in the last four years, audited by an independent, registered auditor?	
2.2	Are these accounts free of any major critical qualifications by the auditor?	
2.3	Does the organisation run an acceptable computerised accounting system and an appropriate chart of account?	
2.4	Do these accounts confirm that the organisation is viable, or that deficits if they exist will be covered by other sources of funding?	
3. Land title		
3.1	Does the proposal identify appropriate long-term land titles or land use agreements for all structures and facilities created by or modified by the program?	
4. Registrations and affiliations		
4.1	Is the organisation registered in PNG, or incorporated under PNG law?	
4.2	Does the organisation have Rules or Articles of Association that provide for executive minutes, accounting and auditing obligations, distribution of surpluses, dealing with misconduct, etc.?	
5. Management track record		
5.1	Does the organisation have a good track record of managing projects and experience in managing relevant activities with comparable size and budgets?	

5.2	Does the organisation have evidence of policies and procedures for tendering and procurement? (A 'no' response does not disqualify their application, but these will be required at proposal development stage)	
6. Concept Proposal checklist		
6.1	Has the Concept Proposal been submitted using the standard IF application form?	
6.2	Have letters of support been provided from appropriate national and provincial authorities and/or sectors?	
7. Ownerships of assets created by project		
7.1	Will beneficial ownership of assets created by the project rest with public or community organisations?	
7.2	Have sustainability issues (income vs expenditure, etc.) been analysed?	
8. Social inclusion		
8.1	Does the organisation have an understanding of policies and practice in Social Inclusion Policies (Gender Equality, Child Protection, Disability, HIV/AIDS)?	
8.2	Demonstrate how Social Inclusion activities will be included in the project.	
8.3	Will the project develop the capacity of the organisation to address Social Inclusion?	
8.4	How will the project empower women and girls?	
9. Environmentally significant activities		
9.1	Does the concept paper indicate that the project may have significant environmental impact (has the Eligible Organisation answered "Yes" to any section of Question 5 in the Concept Paper)?	