



Phase 4 Information Pack and Concept Proposal form

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**INCENTIVE
FUND**



Incentive Fund is an Australian aid initiative, managed by Coffey, a Tetra Tech company, on behalf of the Australian Government.

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Abbreviations

AHC	Australian High Commission Port Moresby
CP	Concept Proposal
DFAT	Australian Department of Foreign Affairs and Trade
DNPM	Department of National Planning & Monitoring
DP	Detailed Proposal
GoPNG	Government of Papua New Guinea
IFA	Incentive Fund Agreement
OA	Organisational Assessment
OMG	Operational Management Group
SMG	Strategic Management Group

This document provides information for organisations that are interested in learning more about Incentive Fund Phase 4. It provides information on who can apply, what activities can be considered, and the application process. Organisations are requested to take particular note of the detailed criteria. More information about the Incentive Fund is available on request.

Background to the Incentive Fund

The Incentive Fund enables high-performing organisations in Papua New Guinea (PNG) to access support for projects that have a strong development impact for the people. It is a jointly agreed activity under the Australian Government aid program.

The fund has been operating in PNG since 2000 through phases 1, 2 and 3, delivering some of the country's most high-profile development projects. These include the redevelopment of markets, primary and secondary schools, technical and vocational institutions, universities, research facilities, hospitals, health centres, aid posts, clinics and bridges.

About Phase 4

The fund is now in its next phase and is called Incentive Fund Phase 4 (IF4)—it began in August 2015. The goal and purpose of IF4 are as follows:

Goal: To improve the capacity of organisations to meet the service delivery and economic development needs of the women, children and men of Papua New Guinea.

Purpose: To attract, identify and incentivise good performing organisations to expand the reach, coverage and quality of their contribution to service delivery and/or economic development in Papua New Guinea.

There are three key end-of-program targets of IF4. Funding is to be distributed so that:

- A. At least 80% of projects will support the empowerment of women and girls
- B. At least 20% of projects will support private sector investment
- C. At least 50% of projects will be allocated to infrastructure.

Applicants will be required to demonstrate how project outcomes contribute to these targets.

Activities that can be supported by the fund

Funding is to support activities in a range of sectors that include health, education, transport, law and justice, governance and public administration, private sector development, agriculture and rural development. Funding is not limited to these sectors and could include:

- ✓ Private sector-driven projects demonstrating direct community benefits
- ✓ Training and skills development (e.g., nursing, tertiary, vocational skills, basic education)
- ✓ Economic development activities (e.g., markets, regional agriculture, key infrastructure)
- ✓ Health – regional, provincial and district community health activities

Please note: The eligibility of activities related to loans, lending and micro-finance as well as sports will be considered on a case-by-case basis.

These and other Concept Proposals should be consistent with the PNG and Australian government's development strategies and plans. All applicants are expected to clearly demonstrate how their proposal will support the empowerment of women and girls.

Activities that are not eligible for funding

It is important to note that the following activities are excluded from Incentive Fund support (this list is not comprehensive and may change over time):

- New infrastructure or equipment (including houses and vehicles) that is not integrally linked to a service delivery or income generation objective
- New services distinct from existing core business or the relocation of services
- Core or recurrent funding
- Comprehensive organisational development, institutional strengthening or capacity development activities or projects for organisations that do not have an existing core capacity for service delivery
- Projects promoting religious activities, including the construction and/or maintenance of churches or places of worship
- Applications involving the procurement of land
- Compensation payments of any type
- Research of a commercial nature where the beneficial copyright will not directly reside with GoPNG; provincial or local government, or community groups
- International fellowships, study tours and conferences
- Recurrent salary or operational costs after completion of the project

What are the funding amounts that are available?

Grants are issued for a minimum of PGK1 million to a maximum of PGK10 million. Proposals below the minimum amount or above the maximum cannot be further considered.

Previous Incentive Fund recipients must provide a counterpart contribution of 10% for each grant already received and the total project cost in these cases should not exceed PGK10 million. This contribution should not be through a co-funding arrangement.

Eligible organisations

A wide range of PNG organisations are eligible to apply for funding, including:

- Provincial and local-level governments and their trading organisations
- Statutory non-commercial government authorities such as research organisations, universities, schools and hospitals
- Community organisations including non-governmental organisations, faith based organisations, women's organisations, and local offices of international non-governmental organisations
- Private sector organisations

National government departments are not eligible for funding.

Project Proposals involving third parties will be reviewed on a case-by-case basis. Please note: Where there is clear evidence of a proposal being written by a third party who is charging substantive consultancy fees the OMG after assessment may recommend to the SMG not to proceed with the proposal.

Detailed Criteria

To qualify for funding, organisations must be registered with the Investment Promotion Authority (IPA), or be established by PNG legislation. In addition, organisations must demonstrate that they meet the following core criteria for funding:

- A. Evidence of audited accounts: All interested and applying organisations must ensure they have been audited by a registered auditor (for private and non-government organisations) or the PNG Auditor General (for eligible government organisations), for two or more recent consecutive years in the last four years. Certified audit reports must be without qualification, pertaining to the PNG operations, and submitted with financial statements for the relevant years.
- B. Clear title to land: For any projects involving infrastructure activities, evidence of security to land title, lease or legally-registered land use agreement (for customary land) is a requirement.
- C. Adequate program management capacity must be available for the scope of the project.
- D. The organisation must have a history of successful completion of projects of a similar size and nature and have an appropriate management structure and membership.
- E. All assets created by the project will be community or government owned or in some way be assured as an asset that will benefit the community on an ongoing basis, with clear land title or use arrangements.
- F. The project must comprehensively address issues of sustainability.
- G. The project must have letters of support from relevant government departments, other service providers and the community. These should include a commitment to recurrent funding if relevant.
- H. An organisation can submit more than one Concept Proposal. However, there can only be one grant per organisation at any one time.

The organisation must agree to address gender, HIV/AIDS, disability, child protection and environment issues. Project proposals should demonstrate how project outcomes will contribute to IF4's end-of-program targets.

Five-stage application process

There are five stages in the application, screening, appraisal and funding process:

<p>Stage One: Gateway Screening</p>	<p>The Incentive Fund team carries out desk reviews of Concept Proposals (CPs) and organisation self-assessments. CPs that pass the gateway criteria screening are transferred to the Operational Management Group (OMG), which has AHC and DNPM members, for development priority assessment. At this stage the OMG will also be provided with a summary of all CPs indicating those that are non-compliant.</p>
<p>Stage Two: DNPM and DFAT Development Screening</p>	<p>The OMG (AHC and DNPM) coordinate with their sectors, to have input on GoPNG development priorities. The OMG provides their feedback to Incentive Fund on the CPs that meets or do not meet the development priorities. Strategic Management Group (SMG) provides feedback on any issues they may have on the gateway criteria selection. Recommendations are put to the SMG for review and endorsement. The SMG selects organisations to move to Stage 3 and undergo an organisational assessment (OA). If the OA is successful the organisation may be invited to prepare a detailed proposal (DP).</p>
<p>Stage Three: Organisational Assessment (OA)</p>	<p>Aligned with the high level target of working with the most effective partners the OAs ensure the organisation has the capacity to deliver the funded activity and maintain post-activity support. This includes a clear local political economy and operating context assessment from the organisation highlighting any risks in regard to the on-going operations and maintenance required from the IFA investment, and how risks will be mitigated. Organisations with capacity shortfalls may opt to delay further assessment and decisions until the organisation has had the opportunity to strengthen. OAs are summarised, shared with the OMG and sent to the SMG for approval.</p>
<p>Stage Four: Detailed Proposal</p>	<p>Once CP and OA approval is given by the SMG, with incentive fund team support a detailed proposal is developed with implementation plan, budget and a clear end of program position.</p>
<p>Stage 5: Agreement</p>	<p>Once satisfied with the proposal the incentive fund team submit it to the SMG for review and approval. If approval is given an Incentive Funding Agreement is confirmed and signed, following this, implementation may start.</p>

Preparing a Concept Proposal for gateway and development screening

The first step in applying to the Incentive Fund is the preparation of a Concept Proposal for Stage 1 Gateway and Stage 2 Development screening. This must provide enough information for the Incentive Fund to decide:

- Whether or not a project is eligible for funding (Stage 1 criteria); and
- Whether an organisation is eligible to progress to Stage 2 of the application process

The Concept Proposal form is included in this document. A word version is available at www.incentivefund.org. Section A of the form asks specific questions about the organisation. Section B requires an outline of the proposed project.

Organisations should **answer all of the questions on** the Concept Proposal form. The application should provide enough information (**including all attachments requested**) for the Incentive Fund Strategic Management Group to determine whether planned activities are development priorities (Stage 2 criteria) and whether the organisation is

capable of carrying out the activities. This means you should provide a clear picture of what the project entails, and expected outcomes.

Please note the requirement of evidence of financial audits and land documents. Your proposal will not be considered until such time as this evidence is provided.

If your Concept Proposal passes the Stage 1 and Stage 2 screening processes, the Incentive Fund will write to you to discuss an organisational assessment (Stage 3). After this your organisation **may** be invited to prepare a Detailed Proposal (Stage 4).

DO NOT prepare a Detailed Proposal unless invited to do so by Incentive Fund

Concept Proposals can be submitted at any time. Applications will be reviewed on a quarterly basis by the SMG. Meeting dates and cut-off times are on the IF4 website: www.incentivefund.org

How can applications can be made

Response time will vary depending on when you lodge and the volume of applications. It is anticipated that proposals received will be reviewed quarterly and feedback provided thereafter.

Submit your application by:

1. PO Box 523, Waigani 131, Port Moresby, NCD, Papua New Guinea; or
2. Emailing to: info@incentivefund.org; or
3. Dropping off at: Level 2, Wokples Building, Savannah Heights, Stratos Avenue (off Waigani Drive), Hohola, Port Moresby

All forms, guidelines and further information can be obtained by contacting:

1. In person at the address above
2. Email: info@incentivefund.org
3. Tel: (675) 325 2867

Annex 1

Eligibility Criteria Checklist

You do not need to send in this form with your application. It is a checklist to help your organisation see if it can meet the basic eligibility criteria of the Incentive Fund before filling in the Concept Proposal form.

Question	Yes	No
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 national/provincial/ local government, the organisation's executive body, and the community for the project?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Organisation have two years audited financial accounts (in the last four years) that have been audited by a registered auditor or the PNG Auditor General?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation have title or long-term lease over any land involved in the proposal or legal authority for the use of the land?	<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"/>
Does the organisation have a good track record in managing development activities? Does this record include working with communities?	<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"/>
Is the organisation registered in PNG under legislation or with an appropriate authority?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation consider gender, HIV/AIDS, disability, child protection and environmental issues in its Concept Proposal?	<input type="checkbox"/>	<input type="checkbox"/>
Do the organisation's procurement procedures demonstrate how value for money will be achieved and are they in line with the PNG Financial Management Act?	<input type="checkbox"/>	<input type="checkbox"/>
Has the organisation obtained community agreement with the objectives of the 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; has no undisclosed debts, compensation demands, or tax assessments; can establish a separate project bank account?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation have in place tendering and procurement procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Can the organisation provide a detailed analysis of its budget and expenditures for the last two years, which clearly shows the ratio of management and overhead costs to total expenditure?	<input type="checkbox"/>	<input type="checkbox"/>
If assets are created under the proposed project, will ownership of assets/ beneficial ownership of assets rest with a government body or community based organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Is the required funding for the project within the Incentive Fund limits? (K1-10 million)	<input type="checkbox"/>	<input type="checkbox"/>
Is the proposal activity eligible under the Incentive Fund arrangements?	<input type="checkbox"/>	<input type="checkbox"/>
Is the organisation eligible to receive a grant from the Incentive Fund?	<input type="checkbox"/>	<input type="checkbox"/>

Annex 2

Concept Proposal application form for Gateway and Development screening

If an organisation is considering preparing a proposal for an Incentive Fund grant, a CONCEPT PROPOSAL must be completed as the first stage in the application process (see Section 5 of this Information Book for a description of the full application process). The purpose of the application is to determine whether the proposed project meets the Incentive Fund's initial screening criteria (Stage1) and the PNG and Australian Government development priorities (Stage 2). Please see Annex 3 for Concept Proposal initial screening criteria.

If an application is not accepted, 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 by the Incentive Fund.

If a Concept Proposal is found to be acceptable and the Organisational Assessment is satisfactory, the Incentive Fund will write to the organisation offering the opportunity to prepare a more Detailed Proposal.

Organisations should be aware that **acceptance of Concept Proposals does not guarantee funding. The preparation of the Concept Proposal and any subsequent Detailed Proposal is at your own risk and expense.**

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.

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

The Incentive Fund supports organisations that can show that they have a proven track record of service delivery and previous experience in managing similar activities and that meet the 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 a 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 Incentive Fund funding.

- 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:

.....
.....
.....
.....

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

- Yes
- No

If yes please provide details:

.....
.....
.....
.....

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 PGK10 million

4. Please 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 eg Board composition. Include a statement describing the organisations main source/s of funding.

.....
.....
.....
.....

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 always be conducted by auditors currently registered in PNG or the PNG Auditor General’s Office.

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 (Years:___) **NOT ELIGIBLE**

Accounts are not available. **NOT ELIGIBLE**

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

Yes

No If currently No, note computerised system will be required

If yes please provide details:

.....
.....
.....
.....

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?

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, disability and environmental management? Have these been implemented?

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

.....
.....
.....
.....

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

No

Yes (provide details):

.....
.....

Application continues on next page - SECTION B: Concept Proposal project details.

Section B: Concept Proposal (Gateway application) Project Details

1. Description of the proposed project

Proposed Project title	
Funding requested - approximately (range K1 million to K10 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 to the project	

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

.....

.....

.....

.....

.....

3. Are you seeking 100% funding?

Yes

No

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

4. Please attach a description of the proposed project, including the following (up to five [5] A4 pages).

You should address the following points:

- Objectives of the proposed project.
- Consistency of the project with organisations normal activities.
- What change this project is intended to achieve and for whom.
- Why is the project needed? What are the issues that the project will address?
- What problem is the project expected to solve?
- Who will benefit from the Project?
- Support from relevant national or provincial government or authorities/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, where relevant addressing local development priorities.
- 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 considered in developing the project proposal?
- List of all major activities to be undertaken. What will the project do? List the main project activities, estimated budget, timeline etc.
- List major procurement items.
- The general nature and scale of construction activity e.g. primary schools, primary health clinic, markets.
- 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 2 years including the ratio of management and overhead costs to total expenditure.
- Have people with a disability or any accredited disability organisation been consulted when you were developing this Concept Proposal and were the needs of people with a disability considered?
- 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?
- Will your project enable active participation and contributions by people with disabilities for example, inclusive education and accessible infrastructure?
- Who will be responsible for managing implementation of the project? List skills, experience.
- How does the organisation intend to ensure the project is sustainable after funding from the Incentive Fund ceases e.g. How will recurrent costs be met?
- What lessons have you drawn on from past experience in developing this project 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 cultural, traditional, historical or archaeological significant events
- none of the above
- don't know

Whether the proposed project activities will involve:

- taking or using water from rivers, streams, other watercourses or water-bodies (including coastal waters and ground-waters)
- depositing of waste or discharge of untreated sewage, wastewater or storm-water into natural surface waters, coastal waters, ground-waters, or areas used by communities such as garden areas
- damming, diverting or obstructing natural water flows
- draining of lakes, ponds, wetlands, swamps, bogs or coastal lagoons
- cutting, felling or removal of natural forest, including swamp forest and mangroves, which has not been previously disturbed during the last twenty years
- excavation, removal or the risk of physical damage to coral reefs
- collection, harvesting, farming or other use of any natural plant or animal species
- generation of wastes, including sewage, wastewaters, solid wastes, smoke and other aerial emissions, that will need to be treated and disposed of by the project
- use of hazardous materials that may be inflammable (excluding motor vehicle fuels), explosive, toxic, corrosive, radioactive or pathogenic (disease-carrying)
- introduction of any plants or animals that do not already occur locally in the area
- 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.

6. If your Project will involve activities where land is required e.g. infrastructure, farming etc, please provide evidence of land ownership details for all sites involved by ticking 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, lease or legally-registered land-use agreement.

Government land

You have copies of the PNG Lands Department documents which record the original Government acquisition from the traditional owners, and the compensation paid.

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

No

You have a certificate of occupancy or other authority, Yes granting occupancy until (indicate year).

No

Leasehold land

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

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

.....
.....
.....
.....

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

.....

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

.....
.....

iv. What is the term (duration) of the lease?

.....

v. When did the lease commence?

.....

Freehold land

the title document is available to confirm ownership of the land. (Do not send originals or copies of the actual documents). The land was purchased in (date of acquisition).

Attachments required

- Brief overview of the organisation (up to four (4) A4 pages).
- Evidence of two years of 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 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 - Copies of the PNG Lands Department documents which record the original Government acquisition from the traditional owners, and the compensation paid. (Do not send originals of the actual documents).
- Freehold land - Copy of the title document to confirm ownership of the land. (Do not send originals of the actual documents).
- Letters of support/evidence of relevant national or provincial government support

Date of Concept Proposal submission/...../ 20.....

Signed:

Name:

Position in the organisation:

Annex 3

Concept Proposal Criteria for Stage 1 Gateway Screening and for Stage 2 Development Screening

You do not have to fill out and submit the two tables below. They are provided 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.

Concept Proposal Criteria for Stage 1 Gateway Screening

No.	Compliance Requirement	Yes/No	Comments
1 Funding			
1.1	Is the level of funding requested between K1, 000, 000 and K10, 000, 000?		
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	Is evidence provided for 2 years of audited accounts by a 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 program identify clear 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 & 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 Proposals 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 Ownership of Assets Created by Program			
7.1	Will beneficial ownership of assets created by the program 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 Social Inclusion (Gender, Child Protection, Disability, HIV/AIDS) Policies?		
9 Environmentally significant activities			
9.1	Does the concept paper indicate that the project may have significant environmental impact?		

Concept Proposal Criteria for Stage 2 Development Screening

10 DEVELOPMENT PRIORITIES SCREENING		Yes/No	Comments
10.1	Does the concept proposal align with GoPNG development priorities?		
10.2	Does the concept proposal align with GoA development priorities?		

