

GHANAMAN CRG TRUST FUND GRANT FOR COMMUNITY DEVELOPMENT PROJECT



Please find enclosed the application forms for the Ghanaman CRG Trust Fund. Kindly ensure you have enclosed all the following documents required by the Trust for the application.

- **Fully filled Application Form**
- **A copy of the Registration Certificate (in case of NGO)**
- **Evidence of collaboration with local community or authority (e.g. District Assembly) and other applicable group(s) to indicate local support for the project**
- **Budget Sheet for the project**
- **Cost Breakdown (with quotations from companies for materials and services)**
- **Photos to indicate current status of the project site**
- **Other supporting documentation such as:**
 - ✓ Operational work-plan of project implementation
 - ✓ Documentation to indicate current ownership of the project site
 - ✓ Documentation to indicate prospective ownership of the land upon completion of project
 - ✓ Publication (Annual Report, Newsletter, etc), if available
 - ✓ Financial record (Audit Report), if the project generates income/revenue

A. GENERAL INFORMATION ON ORGANIZATION

Full Name	
Date established	
Permanent address	
Postal Address	
Head of Organization	
Contact person	
Town	District
Region	
Phone numbers	Email

B. DETAILED INFORMATION OF ORGANIZATION

Background of the organization.
Please attach a copy of the registration certificate

Objectives (Briefly outline your organization's objectives)

Major achievements (Outline any major achievements accomplished during the past 2 years)

Are there any past beneficiaries? Describe how they have benefited

C. DETAILED INFORMATION ON PROJECT PROPOSAL

Project Title :

Project Site/Location (We must have an accurate direction for a visit):

Who owns the land where the project is situated:

What currently exists of the project:(Attach photos including current state of the project)

If an existing project, when was it started

Three (3) Specific objectives of the project

Describe the Project-must be specific and detailed (add additional pages if necessary)

Project justification (Please describe the need or problems the project will solve and who the target group is

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D.BACKGROUND OF BENEFICIARIES

Please describe direct/indirect beneficiaries of the project including the approximate numbers

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F. COMMUNITY INVOLVEMENT

Describe how members of the community are involved in the project and specific contributions they are making towards the project.

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G. ENVIRONMENTAL CONCERNS

Is there access to electricity and water within close range of the project site in the area

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If your response to above is no, please describe how you will obtain electricity or water for the project's needs.

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Are there any specific environmental concerns at the project site or within close range of the project?

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Does the project generate any pollution? If yes, how would that be addressed?

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F. PROJECT SUSTAINABILITY

Describe how the project will be sustained after completion (must be detailed)

Specify who will obtain ownership of the project (construction/items bought) after upon completion

I. EXPECTED OUTCOMES

How many people will be employed by this project? Full time ____ Part time ____
Please explain

What is the income level of the project target group

How will the community and target group benefit from this project?

J. For Vocational/Skills training projects

What training does the organization offer

Are there registration fees? if yes how much
Do you charge tuition fee? if yes how much
What courses are being offered
Brief description about the courses and the duration of the program
Describe your target group
How many students are currently being trained
How many tutors are currently working
How do you cater for administrative cost
Are there any past beneficiaries? how many are they
Does the organization have any program in place for past beneficiaries?
How do you ensure that the training given to the students are put to use after completion

K. PROJECT COSTING		
Total project budget in GHS :		
ITEMS	ESTIMATED COST(GHS)	
Materials & Equipment		
Labour & Services		
Others		
Total Projected Cost		
Of the total cost of project, what amount is requested from Ghanaman CRG Fund?		
Has your organization previously received funding from Ghanaman Trust? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes how much		
Expected project duration :	Starting date	Completion date
NOTE: Quotations from stores (invoices) for items and materials must be included with the application. Incomplete application will not be reviewed.		
Signature		
Date		
Designation:		
<i>Please keep a copy of your application. Note that due to the large number of applications received, it is not always possible to respond to your applications immediately. You will be contacted by telephone or mail as to the status of your application, or if we need additional information from you.</i>		
FOR FURTHER INFORMATION PLEASE CONTACT: GHANAMAN CRG TRUST FUND GIMPA CONSULTANCY TRAINING & INNOVATION DIRECTORATE, GREENHILL, ACHIMOTA- ACCRA Tel: 0302 402771/0501432848		