

TANZANIA DEVELOPMENT TRUST (TDT)

UK Registered charity No: 270462

www.tanzdevtrust.org

GUIDELINES FOR APPLICANTS

TDT's project priorities are

WATER, EDUCATION, SMALL INCOME GENERATING ACTIVITIES, AGRICULTURE

TDT does not fund any of the items listed below and we regret that any applications for projects which include these items will be rejected. Budgets and Invoices which accompany applications must show clearly that the following are not included in any TDT funded costs.

Grants to individuals, families or commercial organisations; Purchase, maintenance and running costs of transport; School fees, Seminars and meetings; Salaries or allowances; per diems; running costs of an organisation.

We aim to arrange supportive assessment visits for all project applications by our UK project officers, and / or Local Representatives in the region. These are to assess project suitability and provide helpful advice for applicants. Any projects which rely on partner funding by District / Council authorities / Local Community contribution (eg Hostels) will not be considered for funding unless the District / Council / Local Community part of the buildings is already complete and confirmation visits are made.

All applicants should discuss their project plans with the Local Representative in their locality before completing an application form. Email addresses for Local Representatives are found on our website www.tanzdevtrust.org at [About/ Our Committee](#) , and they look forward to hearing from potential applicants.

Please note: Applicants must not send more than one application at a time. No further applications will be considered until an existing application has been agreed and funded or rejected.

GUIDELINES FOR FUNDING APPLICATIONS

TDT funds projects **only** in the following regions:

DODOMA RURAL, KAGERA, KIGOMA, LINDI, MARA, MTWARA, RUKWA, SHINYANGA, SINGIDA, SIMIYU AND TABORA.

- TDT will normally only consider applications for projects in **Rural Areas**
- **We only consider projects which show an appropriate number of direct beneficiaries.** (For example, a project for a small women's farming group or small girls' sewing group may be around 10-20 members whereas a project for a water tank may have direct benefit for many school students.)
- **We also require approximate numbers of indirect beneficiaries.** (This might include extended family and other community members for whom a project will have shared benefit in reducing poverty and improving livelihoods.)
- Project applications should not normally exceed **£6,000 GBP**; most projects are funded for less than **£3,000**.
- Applications must show a local contribution (in money, materials, labour.) This should be shown clearly in the proposed budget.
- Applications must have supporting documents attached including a full budget and any official agreement confirmation from Community / District officials. Please see current Application form for details.
- Applications are encouraged from projects who have not received major funding from other donors.
- Applications can be for a joint project, with TDT as a partner, or acting as a facilitator, with another NGO/CBO.

Water Projects

- These will be considered for a variety of infrastructure which might include low-cost (hand-drilled) boreholes, spring filter protection, shallow wells, rainwater harvesting, storage tanks and crop irrigation schemes.
- **Deep boreholes** Due to the high cost of these TDT consideration would be encouraged if applicants show that they can obtain some shared financial contribution towards the budget. Most deep borehole budgets exceed TDT's normal funding range. If approved for consideration applicants should use our standard borehole contract

for commissioning surveys and drilling agreements with contractors. Drilling company contracts will not be considered if there are penalty fees for a failure to find water or other non-completion fees. We will normally expect a survey to be completed before a drilling application can be agreed. All applicants should discuss this with TDT Local Representatives and District water officials. (RUWASA)

Education Projects for Schools and Vocational Training Centres (VTC's). TDT does not fund school fees or pre-school projects.

- Priority for Primary and Secondary schools will be girls' hostels. Schools will need to show that a local district or community contribution towards part of the building/conversion programme (eg. to lintel or roof height) is complete before applications can be considered. Visits will be made to confirm this. TDT will consider applications for toilets with water for supporting girls' hygiene needs and improving girls' attendance and attainment.
- Applications should demonstrate how they will lead to improved student achievement and promote active learning.
- ✱ Applications for schools must be submitted and managed by the school itself with Headteacher as lead applicant. Our Local Representatives can also be very helpful, and all schools or training centres should contact our Local Representatives as a first step when considering applying for a project.
- ✱ **Please see note below.**
- Grant payments can only be made to an account in which funds will be available without any delays. Project Officers will require confirmation from applicants to confirm that the funds will not be held up in a Government, District or School account, and that there will not be any bribes, considerations, or percentages of grants demanded before funds are cleared to beneficiaries' accounts.
- Before funds are sent, Project Officers, in conjunction with Local Representatives, will ask for confirmation that the account being requested is appropriate. It is the responsibility of the applicants to use safe and reliable account arrangements which makes funds available quickly to allow project implementation to start.

Income Generating Community Projects

- Should benefit all members, regardless of faith, and should offer equal opportunities.
- Should be sustainable and environmentally friendly.
- TDT will support various income generating initiatives, but they need to show they can be run profitably and have a low risk of failure.
- Should be submitted by recognised local NGO/CBO with strong community support and participation, or formally constituted Village Organisations / committees and women's groups.
- Should have a well organised committee to manage the project and its funding.
- Income generation projects which involve purchases, sales and marketing need to have a clear **Cash Flow Business plan** to demonstrate effective management and sustainability. Smaller income generating activities should complete a **Simple Business Plan** which matches the size of the activity. Help to complete these plans is available from Project Officers and TDT's Business Planning sub-committee.
- TDT does not support large business establishments or commercial organisations such as agricultural plantations or manufacturing operations.
- TDT does not support Income projects which have shown a high risk of failure. These include Chickens, Bees and Soap making.
- **Agriculture Projects**
- These might include crop processing & storage, distribution of improved seed varieties, collective farmer training schemes etc,) but not individual farmers or standard agricultural projects.
- Livestock projects may be considered for Pass On /Sharing Goats and Pigs and Fish farming. Conditions for livestock husbandry, care and community benefit should be advised and supported by local District Livestock / Fisheries Officer, Veterinary service, Community Development Officers etc. Contract agreement will include how beneficiaries in the community will be selected according to need, passing on/sharing arrangements and preparation of livestock housing by beneficiaries. TDT Project Officers will discuss these matters with applicants during their Project considerations.
- ✱ **For all projects** TDT works closely with NGO's/ CBO's which are managed by our Local Representatives. Applicants are strongly advised to ask if their project may be more safely and

supportively handled by these organisations. Advice on this should be sought from the TDT Local Representatives and Project Officers.

TDT has a strict NO CORRUPTION policy. Applicants must agree that no bribes, considerations, or percentages of grants will be paid to any person or organisation. Any costs which are legitimately incurred by an NGO or CBO must be declared and then approved by the TDT Project Officer before the project can be considered by the committee.

All successful applications must complete a **contract of agreement** before funds are transferred and all applicants are expected to give TDT good feed- back after implementation by a nominated member of the organisation; Project Officers and Local Representatives will expect to receive regular reports by agreed dates. These should describe outcomes and benefits for the beneficiaries, including pictures of their project and impact statements.

NB. TDT is a small organisation with limited money, so we cannot help all the good projects which are received.

Please ensure you have discussed your project ideas and application with one of our Local Representatives. We welcome any questions about this which should be sent to the contact address shown on our website. applications@tanzdevtrust.org

We look forward to hearing from you.

September 2025