



Tanzania
Development Trust

TANZANIA DEVELOPMENT TRUST

UK Registered Charity no 270462

www.tanzdevtrust.org

www.facebook.com/tanzdevtrust/

Before completing this form, please read the Funding Guidelines and contact your local rep for advice – see <https://tanzdevtrust.org/committee/> for contacts

To be used from 1st Feb
2021

Application Form for Project Funding

Project Name	
Project Location	
Village:	
Ward:	
District:	
Region:	

Details of the Applicant	
Name of Organisation:	
Type:	<input type="checkbox"/> CBO <input type="checkbox"/> School <input type="checkbox"/> Village Council <input type="checkbox"/> Other If Other please state type: Are you registered? What is the registration no?
Address:	
Website/Facebook site	
Main Contact Name:	
Role in Organisation	
Email Address:	
Phone Number:	
Is this on WhatsApp?	
Second Contact Name:	
Role in Organisation	
Email Address:	
Phone Number:	
Is this on WhatsApp?	

TANZANIA DEVELOPMENT TRUST



Project Evaluation and reporting	How will you monitor and evaluate the project progress towards expected outcomes? Who will report to the TDT Project Officer
Environmental Impact:	Please describe any positive or negative impact the project is expected to have on the environment.

TANZANIA DEVELOPMENT TRUST



Equal Opportunities: (Please note that not all of these questions will be relevant for all projects, in which case please type "Not applicable")	How does your project benefit women and girls?
	Does your project benefit people of different faiths?
	Are people with disabilities involved in the project?
	Are elderly people (wazee) involved in the project?

Project Budget and Timetable	
Total Budget: (Tsh) Please note that a full budget document must be attached with the application form.	
Amount requested from TDT: (Tsh)	
Amount from Local Contribution: (Tsh)	
Amount from other Donors: (Tsh)	
Can the money be paid in stages?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state what amounts and over what period
How long will the project take to implement?	This is the active stage of the project during which the budgeted activities take place

Governance of the Applicant Organisation:

Details of the applying organisation	
When was your organisation established?	
Please list the Managers/ Committee with their positions and mobile phone numbers.	
Are they elected?	
What is the split of women and men?	

TANZANIA DEVELOPMENT TRUST



How often are official meetings?	
Do you keep Minutes? (If there are minutes, please send as an attachment any minutes relevant to this project)	
Is there an Annual General Meeting?	
How are decisions taken?	
What is the Monthly income and expenditure of your organisation?	
What previous projects has your organisation competed?	Please give summary details including the budget and the outcomes
What grants have you had from other donors?	
Who signs off on banking transactions?	
How do you prevent fraud /corruption?	

Bank Account Details	
Bank Name:	
Address of Bank:	
Swift Code of Bank:	
Name of your Account:	
Account Number:	

Please now complete the Checklist on the next page.

TANZANIA DEVELOPMENT TRUST



Checklist:

In addition to this application form, please indicate which additional documents you are also submitting to support your application. Please try to provide as much additional material as possible to allow us to get a full picture of the application.

<input checked="" type="checkbox"/>	Put an X in the box to show which documents you are sending with this application form
	1. A budget for the project: Please note this must be attached with the application form for consideration.
	2. At least one estimate or Bill of Quantities in Tsh (NOT £GBP) from a registered contractor or supplier for all items to be purchased or contracted.
	3. For buildings: A drawing with measurements. This need not be an expensive architect's drawing
	4. The GPS of where the project is located. Ask for assistance from your local rep if you don't know how to get this.
	5. For CBOs and NGOs : A copy of your registration *
	6. For schools: A letter from the Headteacher and/or School Chair to show that they support this project proposal
	7. For all projects: A <u>dated and officially stamped letter or reference in English</u> from a responsible official e.g. DEO, DED, DC, RC etc to say (a) that you the proposer are in good standing in your community (b) that your project will benefit your community and (c) that the cost represents good value for money
	8. Photo proof of identity of the proposer and a second contact who will take responsibility in the absence of the proposer *
	9. Photos of your project site
	10. Please send a copy of any minutes of meetings relevant to the application
	* There is no need for 4,5 or 8 if your project has already received funding from TDT and you are applying for a second grant.

Please send this application, together with the documents you have ticked above, by email to

[**applications@tanzdevtrust.org**](mailto:applications@tanzdevtrust.org)