



Phuket Community Foundation
Application for Funding

Please read these notes carefully before filling in the form on pages 2 and 3.

1. Please type or write clearly when filling in this form.
2. The Phuket Community Foundation (PCF) does not fund ongoing programs. It funds only programs that have a period of more than one month but no more than one year. If you are setting up an ongoing program we will of course consider providing funding, but only on a one-off basis.
3. Applicants may apply for funding only once a year.
4. The PCF does not have unlimited funds, and we want to spread these funds across as many projects as possible. Please do not expect us to underwrite your entire venture. You will *at the very least* have to find funds to match those allocated by the PCF.
5. If you cannot complete your project, you are required to refund to the PCF the entire amount you have received. We will require you sign a contract that you agree to this and other conditions (see Page 4).
6. We do not fund profit-making projects. Nor do we provide funds that will be passed on to a non-charitable third party (for example, repairs or upgrading of leased or rented buildings).
7. Priority will be given to projects which have demonstrable benefits for the community, which involve volunteers and which have realistic and cost-effective financials.
8. If your project is organised by a local community, in Section 3 we require at least three names of people involved in the project, with their telephone numbers.
9. Particular care should be taken with Sections 8, 9, 10 and 11. Applicants who demonstrate clarity of thought will receive priority. If you need more space for explanation, attach extra sheets of paper but please try to be brief – we don't want to wade through 50 pages.
10. We meet all applicants in person, so that we can get to know each other and, if necessary, discuss your project in more detail. When you have filled in the forms to your satisfaction, please call the PCF Manager at 08-4442-8004 or email manager@phuketcharity.org to arrange an appointment.
11. Your application will be decided upon by the Grants Committee which will meet after the end of the proposals period. If your application is successful, you will receive the grant in full within one week.
12. At the end of the project we will supply you with a standard form for making a final report, rating how successful the project was, and including what lessons you have learned that may be useful to others.



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APPLICANT

1. Name of organization

2. Address

3. President/leader and other principals, with telephone numbers.

4. Contact person

5. Telephone

6. Email

PROJECT DETAILS

7. Project title

8. Brief description of project.



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9. Aims and expected outcomes of project – including expected benefits to the community.

10. Brief sketch of methods to be used to achieve aims and outcomes.

11. Indicators of success (how will you measure how successful your project is?)

12. Expected start date

13. Expected completion date

14. No. of volunteers expected to be involved

15. Do you need more volunteers or experts?

16. Total budget in Baht. Attach a spreadsheet showing the budget breakdown (example attached)



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CONTRACT

Date: _____

In reference to the _____ project (the Project), the _____
(the Grantees) and the Phuket Community Foundation (the PCF) agree that:

1. The Grantees will raise all funds in cash or in kind for the Project apart from those funds provided by the Phuket Community Foundation (PCF).
2. The Grantees will allow PCF representatives to inspect progress on the Project whenever required, including access to accounts.
3. The Grantees will promote the PCF in all signage, web site pages and promotional material issued in connection with the Project. The PCF will supply the necessary logos for this.
4. If the Project cannot be completed satisfactorily, the Grantees will return the PCF grant funds in full.
5. If the Grantees do not use all of the grant, the balance will be returned to the PCF.
6. The Grantees will provide the PCF with receipts for all expenditures of PCF grant funds.
7. The Grantees will, if asked, provide advice to anyone considering a similar project backed by the PCF.
8. The Grantees will submit a final report upon completion of the project.
9. The PCF will give all possible assistance to the Grantees in targeting possible sources of funding.
10. The PCF will assist the Grantees in sourcing volunteer workers and experts/consultants.
11. The PCF will promote the Project in its promotional material and on its website.
12. The PCF will deliver grant funds in a timely manner, as agreed with the grantee.

Signed

Name: _____

For the Grantees

Name: _____

For the PCF