**TFM Social Community Fund**

**Instructions for Project Idea Form**

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| The Project Idea Form is one way to submit ideas to the TFM Social Community Fund for consideration. Follow the instructions below to complete the form. While all Project Ideas will be considered by the TFM Social Community Fund, not all Project Ideas will become Projects.  If a Project Idea is selected and approved for funding by the TFM Social Community Fund, a separate Tender process will be launched to select organization(s) and/or individual(s) to implement the Project. The TFM Social Community Fund reserves the right to amend Project Ideas. | | |
| **Section I: General Information** | | |
| 1. **Project Title** | Give your Project a name that informs readers of the project’s objective. E.g. Construction of 6 classrooms in Village A. | |
| 1. **Name of Submitter** | Check a box to indicate if this Project Idea belongs to an individual or a group. Fill in the name of the individual or group. | |
| 1. **Who helped conceive this Project Idea?** | List any other parties who helped think of this Project Idea. E.g. pastor, parents’ group. | |
| 1. **Point of contact** | Fill in the name and title of the point of contact for this form. E.g. Name: John Kamungu; Title: Resident of Village A | |
| 1. **Contact** | Fill in all the applicable fields so that the TFM Social Community Fund Secretariat can reach the point of contact on this form. | |
| 1. **Project Sector** | Specify which sector this Project Idea falls under. Check all boxes that apply, according to the following definitions:  • **Agriculture**: Project activities that support the food security and agricultural activities of the population, including but not limited to the cultivation of crops, livestock rearing, fish breeding.  • **Economic Development**: Project activities that support economic  development of communities, particularly in the form of income-generating activities. This excludes agricultural activities, which would rather fall in the above category. Activities in this category should emphasize profitability, sustainability, and eventual ability to self-finance.  • **Education**: Project activities that improve education opportunities for the population whether through formal schooling or through technical training.  • **Environment**: Project activities that address environmental concerns of the communities, particularly issues related to mine activities.  • **Health**: Project activities that contribute to improving the health of the local population through improved healthcare access, hygiene and sanitation.  • **Infrastructure**: Project activities that improve local infrastructure benefiting local population, such as road rehabilitation.  • **Other**: All other activities that fall within the criteria of the Fund. | |
| 1. **Project Location**   **(by Health Area)** | Indicate in which health area the project will be implemented. For example, for a project in the village of Pumpi Gare, the applicant should check the box of “Tenke” as Pumpi Gare falls within the jurisdiction of the Health Area of Tenke. | |
| 1. **Estimated Number of Project Beneficiaries** | Estimate the total number of individuals who will benefit from the project. To the extent possible, applicants should disaggregate this number into number of women, men, girls and boys. | |
| **Section II: Justification of Project** | | |
| 1. **Why are you proposing this Project?** | Project Ideas should respond to a need or a problem in the community. Explain the problem or the need that the Project Idea addresses.  E.g. The 6 classrooms located in Village A were destroyed by a major rainstorm in October 2012. About 300 students continue to attend school daily despite the poor conditions. The classrooms lack desks, chairs, and blackboards. The roof is in danger of collapsing if the buildings continue to be left in a state of disrepair. Village A is unable to pay for school repairs. | |
| 1. **Who will benefit from this Project?** | Describe the beneficiaries of the Project. E.g. 300 primary school students will benefit from this Project. Village A’s Women’s Cooperative will also benefit as they will use the classrooms for their meetings in the evening. | |
| **Section III: Objective(s) of Project** | | |
| **What will this Project achieve?** | State the goal of the Project. E.g. 300 students study in improved school. | |
| **Section IV: Project Activities** | |  |
| 1. **How can the community contribute to this Project?** | To ensure sustainability and community ownership of the Project, the  communities implicated in this Project should contribute to its execution. This contribution can be monetary, in-kind or through manpower. E.g. Community members will be responsible for brick making and will collect contributions from the population to purchase sand and wiring for the construction of the new classrooms. | |
| 1. **What do you think this Project would cost?** | Indicate what you expect this Project should cost. | |
| 1. **Are you aware of other individuals, organizations, or agencies that have done Projects similar to this one?** | State whether other organizations or agencies (e.g. non-governmental  organizations whether local or international, United Nations agencies,  government agencies) are currently, will be, or should be responsible for activities related to this Project Idea. For example, if the Project Idea is related to the provision of electricity, SNEL is the government agency responsible for implementing the proposed activity. The existence of other similar projects will not negatively impact the consideration of your Project Idea. | |
| **Section V: Sustainability** | | |
| **How will the Project activities continue after funding ends?** | Describe how the achievements of the Project will be sustained after funding ends. E.g. Village A’s parents’ association will be responsible for monitoring the upkeep of the school. If desks, chairs, or other equipment provided by the Project require repairs, the parents’ association will collect dues to pay for necessary repairs. The Sisters of the Sacred Heart, who are responsible for managing the existing school will also be consulted throughout the Project. In this way, we will ensure that the new structure will continue to be managed by the Sisters of the Sacred Heart, in collaboration with the local community of Village A. | |
| **Section VI: Attachments** | | |
| **Is there any other information you would like the Fund to consider in your Project idea submission? Please list any attachments included with this submission.** | Should you decide to attach additional information, specify  what documents you have included. E.g. List of individuals involved. | |