



4th Floor, PCJ Resource Centre, 36 Trafalgar Road, Kingston 10
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Project Funding Application Form (PFAF)

(Every section on form must be filled in otherwise the proposal will be considered incomplete and will not be reviewed)

APPLICANT SUMMARY

- (1) **Name of Organisation:** _____ **Date of Formation:** _____
(mm/dd/year)
- (2) **Organisation Type:** Non-Incorporated Incorporated Community Based Organisation (CBO)
Non-government Organisation Academic Institution Other: *(Specify):* _____
- (3) **Organisation's Main Area(s) of Focus:** _____
(What are the areas the organisation is primarily mandated to work in?)
- (4) **Address:** _____ **Town/City:** _____ **Parish:** _____
- (5) **Web site:** _____ **Office E-mail:** _____
- (6) **Office Telephone Number(s):** _____ **Fax Number:** _____
- (7) **Contact Person:** _____ **Position:** _____
Mobile Number: _____ **E-mail:** _____
- (8) **Alternate Contact:** _____ **Position:** _____
Mobile Number: _____ **E-mail:** _____
- (9) **Authorised Signature:** _____ **Date:** _____ **Mobile Number:** _____
(mm/dd/year)
- (10) **Name of Signatory:** _____ **Position:** _____
(Executive Director, Principal, Board Chair etc.)

PROJECT INFORMATION

- (11) **Project Title:** _____
(Reflect the essence of the project in as few words as possible)
- (12) **Project Expected Start Date:** _____ **Project Expected End Date:** _____
(Project must be expected to start at least four months after approval)
- (13) **Project Location:** _____
(Town & Parish, if different from Organisation location)
- (14) **Targeted Groups:** (Please ensure that you tick the most relevant groups): Rural Community Urban Community
School Library Post Office Church Community Centre Disabled Community
Other *(Specify):* _____
- (15) **Amount Requested from UAF J\$** _____ **Total Project Cost J\$** _____
- (16) **Applicant's Contribution J\$** _____ (including value of in-kind contribution. Describe in summary below as necessary)

PROJECT PROPOSAL

The project proposal must consist of the following:

- Introduction (Information about the requestor)
- Project Concept
- Project Impact
- Project Plan
- Funds Request and Cash Requirements Projection
- Special Implementation Considerations
- Sustainability Plan
- Conclusion
- Supporting Appendices (where necessary)

(NOTE: This form must be completed and submitted with the project proposal)