

# **GUIDELINES FOR APPLICATIONS TO THE CHASE Fund**

## **BASIC INFORMATION REQUIRED ON ALL APPLICATIONS**

**1. PROJECT TITLE:** (Should accurately reflect the essence of the project in as few words as possible)

**2. NAME OF ORGANIZATION/INDIVIDUAL:**

**ADDRESS:**

**TEL:**

**FAX:**

**E-MAIL:**

**3. NAME OF CONTACT PERSON:**

**POSITION:**

**TEL:**

**FAX:**

**E-MAIL**

**4. PROJECT TYPE:** (indicate if project falls into more than one area)

**ARTS AND CULTURE or  
EARLY CHILDHOOD EDUCATION or  
HEALTH**

**(Please note that ALL applications for sports projects must be submitted to the Sports Development Foundation, 31 Phoenix Avenue, Kingston 10)**

**5. PURPOSE OF FUNDING REQUESTED:** Briefly describe the main purpose, objectives and components of the project; give the total expected cost of the project and the grant required

**6. TOTAL COST OF THE PROJECT:** Please give total project cost and indicate where other funds will come from if total project cost exceeds that being requested from CHASE

**7. AMOUNT REQUESTED FROM CHASE:**

**8. EVIDENCE OF ORGANIZATION'S/INDIVIDUAL'S ABILITY TO USE FUNDS AS REQUESTED:** Please summarize the main achievements of the organization/individual to date and/or describe major projects undertaken over the past five years

**8. PROPOSED IMPLEMENTATION DATE(S):** Please indicate expected beginning date and end date of project

**INFORMATION REQUIRED FOR ARTS AND CULTURE PROJECTS**

**1. PROJECT DESCRIPTION (NO LONGER THAN ONE PAGE):** Please expand, if necessary, on the purpose of funding requested on first page

**2. PROJECT OBJECTIVES:** State clearly the outcomes expected

**3. PROJECT BENEFICIARIES:** Please indicate both direct beneficiaries (e.g. artists, participants in project, users of facility etc) and indirect beneficiaries (e.g. Jamaica's youth, music industry, spectators, inner city community etc)

**4. PROPOSED PROJECT IMPLEMENTATION AND MANAGEMENT:** Explain how project will be managed; indicate activities to be carried out during implementation and the time required to carry out activities

**5. PROJECT BUDGET:** List the prices of goods and services required for successful implementation of project