

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 EARLY CHILDHOOD EDUCATION PROJECTS

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

2. SPECIFIC OBJECTIVES: State concisely specific results project seeks to achieve

3. PROJECTED NUMBER OF PERSONS EXPECTED TO BENEFIT (ANNUALLY):

4. DESCRIPTION OF REQUESTING INSTITUTION: Indicate whether you are a government institution, community based organization, non-governmental organization, charity, academic institution, or other – please state

4. (a) INFORMATION REQUIRED FROM BASIC SCHOOLS/EARLY CHILDHOOD INSTITUTIONS: Please give the following specific information

Name of zone

Name of Parish Board

Ownership and how long institution has been at present premises

Evidence of legal tenure for the premises (attach copy certified by a Justice of the peace)

Enrolment by gender and age group

Number of teaching/care giving staff

5. GOVERNANCE: Please indicate how your organization is managed e.g. Board, management committee, Ministry, or other – please state

6. MAJOR SOURCE OF OPERATING BUDGET: Please indicate whether you receive subventions from the Ministry; rely on fund raising, charitable contributions, for-profit activities or other – please state

7. BASIC SCHOOL/INSTITUTION WHICH WILL BENEFIT: If beneficiary is different from the requesting agency, please indicate the beneficiary here

8. DETAILED SPECIFICATION OF EQUIPMENT/ASSISTANCE REQUIRED: Please give details of the budget under the following headings where applicable: Building, Furniture, Equipment, Training, Curriculum Support Material, Other (Please specify)

9. PLEASE ATTACH TO THE APPLICATION 3 SETS OF INVOICES FOR ALL GOODS AND SERVICES TO BE PURCHASED: Government procurement guidelines require that 3 quotations be submitted

STANDARD SPECIFICATIONS
FOR ITEMS BEING PURCHASED FOR PROJECTS

PERSONAL COMPUTER

Minimum configuration:

- ~ 1.8GHz Processor
- ~ 256 MB RAM
- ~ 20 MB disk for teaching computer literacy
- ~ 17" Monitor
- ~ Printer
- ~ Scanner - able to scan both legal and letter size documents

REFRIGERATOR

- ~ 15cfto 17cfFrost-free
- ~ 6cfto 12cfFreezer
- ~ Brands- General Electric, Whirlpool, Frigidaire, Westinghouse, Admiral

MICROWAVE OVEN

- ~ 1.4 to 2.0cf

TELEVISION AND VCR

- ~ 19" to 20"
- ~ Brands - Sony, Panasonic, Sharp

STOVE

- ~ 30" Industrial type - 3 or 4 burners with oven