



This application is used by Fig Tree Foundation (FTF) to assess projects for FTF members only.

1. Project Information:

Project Title (Country): Project GPS coordinates or map: Project Duration (Timeline): Applicant’s Full Legal Name: Date joined the FTF Roundtable: Applicant’s Web Site: Charitable Registration Number: Primary Contact & Title: Email: Cellular Number: Partner NGOs (if applicable):

2. Organization Description:

<i>Briefly describe your organization including recent, similar projects you have implemented (max. 200 words)</i>
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3. Explain the funding request:

<i>Describe the amount requested, use of funds, proportion of total funding, the form of funding requested (grant, loan, investment or otherwise), and any relevant terms being proposed. Also describe how you have obtained or will obtain the remainder of the project cost. This information should be reflected in the budget. (no max word count)</i>

4. Describe the in-country need for this project:

<i>Describe where the idea came from, how the community was involved in the decision, and how local leadership has been included. (max. 500 words)</i>
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5. Provide a project plan:

<i>This section should include a general project description, project scope (who, what, where, when, why, how), project schedule (start date, milestones, end date), project tasks in chronological order, and a project organizational chart. Applicants are welcome to attach their project plan as a separate document, still minding the word count. (max. 750 words)</i>



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6. Describe your risk mitigation strategy:

Describe the risks associated with the project during implementation or after completion and how you plan to mitigate these risks. Be sure to highlight any internal or external constraints, e.g. monsoon season, staffing, logistical issues, etc. and explain any potential negative side effects to the community as a result of this project (for example, if it involves giving away free shoes, what will you do to ensure local shoe companies are not negatively impacted). (max. 200 words)

7. Describe how the project aligns with the FTF principle of effectiveness:

All projects must have an outcome that makes a difference to the people and communities they are attempting to affect. Please review the FTF evaluation matrix for a full list of criteria for how we will be evaluating this question. (max. 200 words)

8. Describe how the project aligns with the FTF principle of sustainability:

Any project or effort to enable others must have the ultimate goal of leading to an outcome where such support is no longer required. Projects must come with an exit strategy. Results and efforts they inspired will continue beyond our involvement. Please review the FTF evaluation matrix for a full list of criteria for how we will be evaluating this question. (max. 200 words)

9. Describe how the project aligns with the FTF principle of transparency:

Accountability through open, honest, and full communication is expected in order to catalyze great development and grow from the experience of others. Lessons learned from both successes and failures should be shared for our collective benefit. Please review the FTF evaluation matrix for a full list of criteria for how we will be evaluating this question. (max. 200 words)

10. Describe how the project aligns with the FTF principle of collaboration:

Our initiatives are served best by working together, sharing resources, and trading experiences in the pursuit of our common goal of great development. Please review the FTF evaluation matrix for a full list of criteria for how we will be evaluating this question. (max. 200 words)



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11. FOR ECONOMIC DEVELOPMENT PROJECTS ONLY – Explain how you know the project or business will be viable:

Any project expecting to generate revenue must have completed some kind of feasibility analysis. Please describe the market research that was conducted to verify demand for your product or service, and what the conclusions of this research were. Also attach a financial forecasting spreadsheet for a minimum of three years. (max. 500 words)

12. Attachments:

Please provide the following attachments as part of your application:

- CVs for the Calgary project manager and the in-country partner contact
- Project budget in spreadsheet form
- Completed logic model template (available on FTF website)
- FOR ECONOMIC DEVELOPMENT PROJECTS ONLY: Financial forecasting spreadsheet

Any questions should be directed to projects@figtreefoundation.com

I CONFIRM THAT THE INFORMATION SUBMITTED IN THIS APPLICATION IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND THAT MY ORGANIZATION IS AN ACTIVE ROUNDTABLE MEMBER OF FIG TREE FOUNDATION:

Signature of Applicant: _____

Name & Title:

Date:

Logos of Applicant and NGO partners (if applicable):