NHF INSTITUTIONAL BENEFIT GRANT REQUEST FORM

Instructions:

a) This form must be submitted with a ***Project Summary Cover Letter*** signed by the head of the requesting organisation e.g. President, Regional Director
b) All sections must be completed and the relevant ***supporting documents*** be submitted for the application to be considered.
c) Please append the ***Project Proposal*** at the end of the document.

(1) PROJECT INFORMATION

PROJECT TITLE: _____

LOCATION OF PROJECT: _____

_____

DATE OF REQUEST: _____

ORGANISATION NAME: _____

ORGANISATION ADDRESS: _____

TYPE OF ORGANISATION: ☐ Government ☐ NGO ☐ Private ☐ Other: _____

TEL: _____ FAX: _____

E-MAIL: _____

CONTACT PERSON: _____

POSITION: _____

TEL: _____ FAX: _____

E-MAIL: _____

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(2) BRIEF DESCRIPTION OF PROJECT:

_ _____
_____
_____
_____
_____
_____
_____
_____

(3) PROJECT TYPE:

- ☐ Infrastructure improvement
- ☐ Procurement of medical & non medical equipment including furniture etc
- ☐ Health promotion and or illness prevention activities
- ☐ Service Delivery Improvement e.g. training
- ☐ Research
- ☐ Other:_____

(4) ESTIMATED PROJECT VALUE: _____

(5) GRANT REQUEST AMOUNT: _____

(6) PROJECT DURATION: _____

(7) COUNTERPART FUNDING

List all other source of funding for the project:

Organizations	Funds J($)
Self-financed	
Total	

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(8) CHECKLIST

The following represents the minimum requirements for submission. Items "a" – "d" are required for all projects and items "e" and "f" are required for any Infrastructure and Procurement of medical equipment projects respectively. Items "g" and "h" are dependent on item #7 above. ***Please tick the relevant items:***

- ☐ a) Project summary request letter signed by the head of the organization e.g. CEO, President, Regional Director
- ☐ b) Completed Grant Request Form
- ☐ c) Project Proposal
- ☐ d) Supporting documents for the cost of the project e.g. Quotations, Per-forma Invoices, summary of Bill of Quantities or any other relevant document
- ☐ e) Architectural designs / working drawings relevant to the stage of the project (11" x 17" paper size)
- ☐ f) Specifications for any equipment to be purchased under the project
- ☐ g) Evidence of any self-financing portion of the project e.g. Bank statement or other form of commitment
- ☐ h) Approval letter or any other supporting documents from institutions providing counterpart funding

Name: _____ Position: _____

Signature: _____

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