



BUILDING A FAITH BASED RESPONSE TO HIV/AIDS IN THE CARIBBEAN

*A Project undertaken with the financial support of the Government of Canada provided
Through the Canadian International Development Agency (CIDA) ESAC Programme
Implemented by the Caribbean Conference of Churches (CCC)*

**FORM, FORMAT WITH GUIDELINES FOR AN
APPLICATION FOR THE HIV/AIDS SEED FUND**

N.B.: Project proposals may be prepared and submitted electronically, in hand-written form or typed. Use extra sheets of paper where necessary.

1. GENERAL PROJECT INFORMATION

(a) **Title:** _____

(b) **Location** (*Parish, City, Country*): _____

(c) **Date Submitted:** _____

(d) **Total Project Budget** (*in U.S. currency*): _____

(e) **Amount Requested** (*in U.S. currency*): _____

(g) **Project Duration:** _____

(f) **Beneficiaries:** **M** _____ **F** _____

(g) **Project Manager:** _____

Tel.: _____ **Fax:** _____

Email: _____

2. REQUESTING ORGANIZATION:

(a) **Name:** _____

(b) **Address:** _____

Tel.: _____ **Fax:** _____

Email: _____

(d) Budget

(Using US Currency, provide a detailed breakdown of the total amount to be spent on the activities needed to achieve the various outputs and to administer or coordinate the project. Indicate how these costs are going to be met and include the inputs of the requesting organisation either in the form of cash or the value of any in kind contributions (See attached Format for the Presentation of the Budget – Appendix 1a). Please note that the Fund will not be covering administrative expense, building expenses or recurrent operational costs.

(e) Project Management

(Provide a clear description of how the project will be implemented. Indicate who will manage or supervise its implementation and the number and qualifications or the expertise of the persons who will be involved. Also indicate whether these persons are employees, volunteers or collaborators).

(f) Monitoring, Evaluation and Reporting

(Indicate plans for monitoring and evaluating the project and the preparation of progress and/or final evaluation reports (narrative and financial) at the end of the project – See Sample showing the use of the Monitoring and Evaluation Matrix – Appendix 1d)

(g) Appendices

1a: Format for the Presentation of the Project Budget

1b: Guide for the Development of Project Goals, Objectives and Activities

1c: Criteria for Project Appraisal

1d: Preparation and use of Project Monitoring and Evaluation Matrix