PROJECT APPLICATION FORM

Applicant:

Beneficiary:

Project title:

Project place – country:

Sector (education, healthcare, microfinance…):

Application submitted on dd/mm/yy:

FOR CLOSE THE GAP’S USE

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Instructions

This application form is divided in four parts:

PART A, ‘CONTACT DETAILS’

PART B, ‘YOUR ORGANIZATION AND PROJECT’

The checklist represents the points that we review for each application. Feel free to add any relevant additional information.

We invite you to use it as a tool that will help you assessing the strengths and weaknesses of your project, its feasibility and its sustainability potential. We also hope it will help you to assess all the costs and efforts linked to an IT project in the long run.

Please remember that we do not support commercial initiatives. Close the Gap only works together with educational, cultural, social, microfinance and healthcare projects.

Let’s bridge the digital divide together, in a sustainable way!

PART C, ‘LOGISTICS AND EQUIPMENT’

PART D, ‘TERMS AND CONDITIONS’.

Please return the form to projectmanager@close-the-gap.org, together with any appendix you may wish to attach.

Please note that returning this form does not ensure you the selection of your project. Due to staffing constraints only short-listed applicants will be contacted – thank you for your understanding.

PART A - CONTACT DETAILS

APPLICANT

The Applicant is the person or organization that a.o. submits the application, coordinates and finances the project. If the applicant is only a facilitating organisation but will not implement the project locally and/or use the equipment, please fill in the ‘Beneficiary’ details as well.

Name of the organization:

Coordinator in charge of the project: Mr or Ms

We request that this application form be approved and returned by this person.

Email :

Phone :

Fax :

Street and house number :

City and zip code :

State/province :

Country :

VAT number (when applicable) :

Registration number and authority (when applicable) :

BENEFICIARY (if different)

The Beneficiary is the organisation that will implement the project locally and/or use the equipment.

Name of the organization:

Coordinator in charge of the project: Mr or Ms

We request that this application form be approved by this person.

Email :

Phone :

Fax :

Street and house number :

City and zip code :

State/province :

Country :

VAT number (when applicable) :

Registration number and authority (when applicable) :

PART B – YOUR ORGANIZATION AND PROJECT

I. WHO YOU ARE – WHAT YOU DO

Please mention your mission statement, aims and objectives and the activity sector, size and founding date of your organisation.

II. HOW YOU WORK – YOUR EXPERIENCE

Please provide us as well with examples of past and current projects (if applicable) and describe your experience in IT projects (such an experience is not a must; we will see how to support you best if selected).

III. PROJECT SUMMARY

Please describe your project in maximum three sentences.

IV. STATEMENT OF THE PROBLEMS – ASSESSMENT OF THE NEEDS

What are the issues you wish to tackle ? What are the (real) needs you wish to answer ?

V. GOALS AND OBJECTIVES – WHAT ARE THE EXPECTED RESULTS

Please describe the global project (so not only the installation of the hardware). What will the IT equipment be used for ? By whom ? Which will be the added value of IT equipment to the project ?

VI. ACTIVITIES – PROJECT MANAGEMENT

Please provide information about the following stakeholders:

-Staff: qualifications of the staff members locally involved in the project management and implementation -Trainers (of trainers), when needed

-Partner organizations: local and international industries, suppliers, supporters, facilitators, funders, donors…

What is the timeline of your project?

Please consider how the arrival of the equipment, the building/preparation of the infrastructure and the training acti-vities will be synchronized.

Please describe the infrastructure in place

Note that when the following factors are needed in order to implement your project, they should also be reflected in your budget

-electricity (stabilizers, lightning rod, generators…) -security (theft – especially for computer rooms)

-maintenance (preventive and curative – of the hardware and network)

-premises (description of the facilities and the protection of the equipment against heat, humidity and/or dust when relevant)

-internet, if planned -furniture

IT knowledge

Please describe the level of IT knowledge of the local coordinators and end users (hardware and software) and the training plan when applicable

E-waste management

-How do you plan to dispose of the IT equipment at its end of life?

The Applicant and the Beneficiary undertake to ensure that the products, once they reach their end of life, are dis-mantled and recycled according to the national and international environmental and health regulations in force in the Beneficiary’s country.

VII. RESOURCES

Budget (for the global project, not only the hardware and software)

Please note that Close the Gap does not financially support projects in the South and is thus unable to answer grant proposals positively.

Do not forget...

Local taxes

Electricity and connectivity costs in the long run

Maintenance costs

Consumables costs

Training costs

You can of course attach separate documents if your budget is drafted in spreadsheets.

VIII. EVALUATION PLAN

How will you monitor progress, expenditures…?

How will you make sure you are reaching your goals?

What are the preventative steps you will take to avoid misappropriation of the goods and funds?

The Applicant agrees to promptly provide all information required by Close the Gap on the installation and use of the equipment, and more generally any information about the implementation of the project as it was accepted. The appli-cant agrees a.o. to respond to evaluation questionnaires and send pictures.

The Applicant and the Beneficiary provide physical access to projects to Close the Gap’s employees and to any person authorized by Close the Gap to visit projects

IX. ANY ADDITIONAL INFORMATION YOU WISH TO SUBMIT

Do not hesitate to attach other documents such as your last annual report, publications, pictures…

PART C – LOGISTICS AND EQUIPMENT

I. TRANSPORT AND IMPORT

Please remember that the transport and import of the goods are your sole responsibility. Before shipping goods, we ask the projects to make sure that they are aware of all import regulations and that required documentation can be submitted. This reduces unexpected costs such as storage costs before custom clearance etc.

Have you any experience in importing goods to the beneficiary country? If we have a service partner in the beneficiary country, we can put you in contact to share your experiences.

How do you plan to ship the goods to the project? We know by experience that transport fees often are problematic. Close the Gap can support project applicants by looking for the most cost efficient transport solution. Responsibility of the transport remains the applicant’s.

II. EQUIPMENT NEEDED

Please refer to the “Product information” document for complete details about the available equipment. We invite you to read it carefully before placing any order.

Prices are exclusive VAT (Value Added Tax). Unless your organization is exempted of VAT (in which case please provide us with the exemption details), VAT will be charged. It can be refunded if the project coordinator sends us the export documentation proving that the goods have left the European Union.

Please note that we usually collaborate starting from 20 computers.

|  |  |  |  |
| --- | --- | --- | --- |
| CONFIGURATIONS | QUANTITY | PRICE EXCL. VAT | SUBTOTAL |
|  |  |  |  |
| 1. Multimedia PC Core i5 2.0 GHz or higher, 1st or 2nd gen.

4GB RAM, min. 160GB HDD |  | € 70 |  |
|  |  |  |  |
| 1. Multimedia PC Core i5 2.0 GHz or higher, 3rd gen.

4GB RAM, min. 250GB HDD |  | € 90 |  |
|  |  |  |  |
| 2. MONITORS |  |  |  |
|  |  |  |  |
| CONFIGURATIONS | QUANTITY | PRICE EXCL. VAT | SUBTOTAL |
|  |  |  |  |
| 19 inch |  | € 12 |  |
|  |  |  |  |
| 22 inch |  | € 25 |  |
|  |  |  |  |
| 3. NOTEBOOKS |  |  |  |
|  |  |  |  |
| CONFIGURATIONS | QUANTITY | PRICE EXCL. VAT | SUBTOTAL |
|  |  |  |  |
| A. Core i5 2.4 GHz2nd generation or higher |  | € 115 |  |
| 4. PRINTERS |  |  |  |
|  |  |  |  |
| CONFIGURATIONS | QUANTITY | PRICE EXCL. VAT | SUBTOTAL |
|  |  |  |  |
| A. HP Laser printer 4000/2400 series |  | € 45 |  |
|  |  |  |  |

1. DESKTOPS

5. SOFTWARE

**All desktops and notebooks are equipped with a license of the operating system Windows 10 Pro or Ubuntu/Linux.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | SOFTWARE |  | QUANTITY |  | PRICE EXCL. VAT |  | SUBTOTAL |  |
|  |  |  |  |  |  |  |  |  |
|  | Microsoft Office |  |  |  | € 10 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Windows 10 Pro |  |  |  | € 0 |  |  |  |
|  | Ubuntu/Linux |  |  |  | € 0 |  |  |  |

TOTAL

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7. PLEASE SELECT |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Language: | French | Dutch  | English | Spanish |  | Other |  |  |
|  |  |  |  |  |  |  |  |  |
| Keyboard: | Azerty | Qwerty |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Power Cables: | European | US | UK |  | Other |  |  |  |  |

PART D - TERMS AND CONDITIONS

**By returning a project application form, the Applicant and Beneficiary agree with the following clauses:**

They confirm that they take full responsibility and can finance the shipment of the goods from Close the Gap’s refur-bisher’s premises in The Netherlands or Belgium to the Beneficiary (door to door delivery).

They take full responsibility for import and undertake the necessary steps to clear the import of the equipment into the Beneficiary’s country ahead of the shipping.

They take full responsibility for a state of the art handling of the export and VAT formalities.

Close the Gap does not bear any costs arising directly or indirectly from failure to obtain the necessary documents for export and import, such as potential storage costs.

If the project is accepted, the Applicant and the Beneficiary are committed to respecting the purpose of the products, such as agreed between the parties prior to acceptance. There shall be no illegal use of the products under the laws in force in Beneficiary’s country, nor any discriminatory use. Products are to be used for not-for-profit purposes only. Close the Gap may conduct audits at any time to ensure that the Terms and Conditions and any other agreement are respected.

The Applicant and the Beneficiary may not remove the labels stuck by Close the Gap on the equipment, or make them illegible.

If non open source software is used by the Beneficiary, original licenses have to be used at all times.