



MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT
GOVERNMENT OF THE COOK ISLANDS

INDIA GRANT-IN-AID FUND

Application Instructions

1. What kind of Projects are eligible for funding?

The Project must support, promote or develop social, cultural, or economic development and sustainability, it should also directly serve the basic needs of the community and have a positive and sustainable impact on the living conditions of the target group (e.g. projects referring to education, vocational training, hygiene standards, community development areas). Gender equity aspects are to be taken into consideration (i.e. male and female should benefit from the project to the same extent).

2. Funding Criteria

- Must be aligned with a local organization and proof of registration at Ministry of Justice must be provided. Absolutely NO funding for individuals.
- Local contribution/in-kind contribution must also be ensured (e.g. labour, facilities, materials etc.)
- Funds will NOT be transferred to personal bank accounts
- The project must be completed within the timeframe provided in the Grant Funding Arrangement. No longer than a year (12 months) from which the Grant Funding Arrangement was signed
- Religious based groups and activities will not be funded.
- Additional experts needed for the installation of machinery etc. may be financed, provided that costs incurred are part of the financial plan.
- Applicants must indicate in the application how acknowledgement of the Donor will be carried out (e.g. press release, radio/TV coverage, labeling/signage etc.).
- After approval, funds will only be released once the Grant Funding Arrangement is counter signed by an authorized representative of the recipient, who will be liable in the case the conditions of the funding arrangement are breached. The authorized representative must provide proof of identity (passport bio-data page and Cook Islands driver's license)
- A progress report must be provided within the timeframe provided in the Grant Funding Arrangement or upon request, using Te Tarai Vaka templates and submitted to the Development Coordination Division (DCD)
- After completion of the project a Completion Report using Te Tarai Vaka templates must be submitted to Development Coordination Division (DCD), no later than 1 month after the project has been completed
- All original invoices and receipts must be kept for audit purposes

Final selection and approval of projects is determined solely by the donor – Government of India.

PLEASE NOTE: It may take up to 6-8months from approval stage to disbursement of funds

3. Application Procedure

- **Step One:** Fill out Concept Note.
- **Step Two:** Submit concept note to contact listed in section six below, by **4pm, Friday 16th November 2018**.
- **Step Three:** If approved, fill out Application Form IGF 006 and submit final budget outline and 3 quotes for all project costs. Submit to DCD. Contact details noted in point 6 below.
- **Step Four:** Await final approval from the Government of India.

4. Examples of Projects that *could be* eligible

Infrastructure

- Dams, irrigation, sewage, bridges, roads, construction/reconstruction, sanitation facility renovation, school renovations, machines for community projects etc.

For new building construction or building renovations, evidence of land ownership or evidence of land owner consent to occupy the building and renovate is required.

Agriculture & Environmental Protection

- Animal breeding to improve nutritional standards, horticulture, pumps, storage facilities, livestock support, fish/fishing projects, agriculture machinery, Craft facilities/equipment etc.

Health & Safety Facilities

- Mobile clinics, solar devices, disability support, equipment for pediatric homes, etc.

Educational Facilities

- Construct/reconstruct/renovations of Schools
- School support equipment and curriculum resources e.g., photocopiers, computers, printers, projectors, teacher aids and programme materials etc.

For new building construction or building renovations, evidence of land ownership or evidence of land owner consent to occupy the building and renovate is required.

5. Examples of Projects *not* eligible for the India Grant Fund

- Projects that support individuals or privileged groups
- Projects for which the follow-up/maintenance costs cannot be paid for by local institutions
- Purchase of vehicles/machinery without on-going maintenance being guaranteed by the applicant.
- Religious based projects and activities
- Projects which are not expected to have an impact for longer than two years
- Staffing, workshops, seminars, administrative and travel expenses
- Credit/deposits for resolving credit funds, support for the purchase of land

6. Contact

Development Coordination Division

Ministry of Finance and Economic Management

Phone: 29521, to speak to Tessa Vaetoru or Charmaine Dolan

Email: development@cookislands.gov.ck, **email subject line:** India Grant fund – Concept Note

7. Annual Process & Timeline

