



The Sustainable Development Fund of  
the Embassy of  
the People's Republic of China in Kiribati



Mauri! Welcome to apply for the Sustainable Development Fund of the Embassy of the People's Republic of China in Kiribati("SDF"). Please kindly peruse the guidelines before you start your application.

I-Guidelines

**1.What is the nature of SDF?**

- \* Small amount grant
- \* Solely for the project itself, not including follow up costs

**2.What is the focus of SDF?**

- \* Sustainable development
- \* Income generation
- \* Livelihood improvement

**3.What are the procedures of applying for SDF?**

- \* Fill in this application form in English
- \* Get official endorsement
- \* Submit to the Embassy reception
- \* The Embassy evaluates the applications and makes final decisions.

**Note: The Embassy only inform applicants whose applications are approved.**

**4.What is the time schedule for SDF?**

- \* Applications shall be submitted within late January to March in 2021.
- \* Applications are processed after the deadline of submitting.

**5.What should I do if my application is approved?**

- \* An MOU may be signed between the applicant, the Embassy and related parties.
- \* The Embassy will provide funding in cheque to approved projects of a registered organization in one-off payment or by installments.
- \* The applicant shall implement its project according to the plan as stated in the application.
- \* Regular updates and acquittal report on the project shall be provided by the applicant. The updates and reports should include photos.

II-Applicant Details

**1.Name of the applicant organization:**

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**2. Official certificate of your organization**

**(Please attach a certified copy of the Certificate of Registration)**

**3.Background information of the applicant (Nature, location, population, etc. ):**

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**4. Details of projects that the organization has been involved (Please attach pages if the space below is not enough):**

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**5. Does your organization or community have a bank account?**

Yes.(Please provide the account name: \_\_\_\_\_ ) No.

**6.Contacts for the application:**

Name	Name
<input type="text"/>	<input type="text"/>
Title	Title
<input type="text"/>	<input type="text"/>
Telephone	Telephone
<input type="text"/>	<input type="text"/>
Email	Email
<input type="text"/>	<input type="text"/>

### III-Project information

**1.Project title:**

**2.Project summary (Detailed information, such as a letter with endorsement, design, etc. Please attach pages or design if the space below is not enough):**

**Note: This will be critical for the Embassy's evaluation.**

**3.Total budget:**

**4. Does your project require land permission?**

Yes

No.

**5.If answer to question 4 is "Yes", then continue. Please provide the written permission of the owner of the land or building where this project is based .**

**6. Major objectives (Benefits and beneficiaries. Detailed information, such as who and how many people will benefit from the project; how will this project contribute to the livelihood improvement, etc.):**

**7. Action plan (What role does the Applicant play, how to organize the implementation, monitor the progress, mobilize human resources, etc.):**

**8. Management (Who will be responsible for managing the project and what experience does he or she have in project management?)**

**9. Feasibility analysis ( Is this project financially feasible? How will the resources be efficiently used to deliver the benefits? What are the potential risks that the project may face? How will you manage those risks, etc.)**

**10. Time schedule of the project from start till completion:**

**11. How will the project be maintained after it is completed?**

**12. Breakdown of costs (Please provide quotations from the supplier as supporting documents. Please attach pages if the space below is not enough):**

No	Items	Specification	Quantity	Rate	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**13. Payment information (Name of supplier for receiving the cheque)**

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**14. How much funding have you raised for this project? What is the progress?**

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**15. Did you applied for SDF before? If so, please provide the File Number.**

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IV-Official Endorsement

**This application shall be endorsed by Kiribati Members of Parliament as well as from the Mayor or Councillor. The letter of recommendation from group leaders is highly appreciated.**

By signing, I certify the authenticity of this application.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

By signing, I certify the authenticity of this application.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_