

APPLICATION FORM FOR FUNDING FROM THE LEVY ON TECHNICAL DEVICES FUND

2023

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| --- |
| **INSTRUCTIONS TO THE APPLICANT** |
| 1. *The applicant must complete all parts of the application form.* 2. *The responses should be in legible handwriting if they are not typed.* 3. *All monetary values should be presented in Botswana Pula (BWP).* 4. *Any attachment should be linked to relevant parts of the application form.* |

1. **DETAILS OF APPLICANT**
   1. Names of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Type of Applicant (*Tick the appropriate/applicable box)*

|  |  |
| --- | --- |
| Individual *(Business name)* |  |
| Company |  |
| Government |  |
| Collective Society |  |
| Parastatal |  |
| NGO/Trust/Association |  |

* 1. Omang number *(for individuals)/*Registration number *(for organisations):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Age *(for individuals only):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Gender *(for individuals only):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Do you live with any form of disability? Yes No

*(for individuals only)*

If yes; i) State the type of disability:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii) Provide supporting documents

**Contact details**

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Physical address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Project Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Project location *(Where the project will be carried out)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Type of project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Target group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  4. Project duration *(maximum 36 months):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  5. Total amount requested *(minimum: P10, 000.00; maximum: P1 million):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **RELEVANCE OF THE PROPOSED PROJECT TO FUND OBJECTIVES**
   1. Describe the proposed project:(5 marks)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. Outline the objectives of the project. [5 marks]

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* 1. Demonstrate how the proposed project aligns with the LTDF objectives [5 marks]

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* 1. State the problems/gaps related to the creative industry in Botswana that the project seeks to address. *(Provide supporting evidence where applicable)* [10 marks]

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* 1. Provide detailed benefits of the project [5 marks]

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* 1. Clearly outline expected results indicating how these results will be measured. [10 marks]

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**Target Group**

* 1. Clearly describe the target group/beneficiaries of the proposed project. [1 mark]

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* 1. Describe the needs and/or challenges faced by the target group and outline how the project will address them. [3 marks]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Describe how the effects/outputs/results/impact of the project will be disseminated to the target group. (*This could be through broadcasts, sale of goods, provision of services, donations etc.)* [2marks]

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* 1. Demonstrate how the project results will benefit the community at large. [3 marks]

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1. **HUMAN RESOURCE CAPACITY FOR THE PROJECT**
   1. **Project Management** 
      1. Demonstrate the Project Leader’s capability and experience to manage projects in the creative industry, or other relevant field. Provide supporting evidence. *(Attach CV and other relevant documentation)* [7 marks]

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* + 1. Provide details of a bookkeeper as per the table below [4 marks]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Academic Qualifications** | **Experience**  ***(Number of Years)*** | **Permanent or part-time** | **New recruitment or continued engagement** | **Remuneration/Allowance** | | |
| **Monthly** | **# of Months** | **Total** |
|  |  |  |  |  |  |  |  |

* + 1. Additional Key Human Resources: Provide a list of other people who will participate in the implementation of the project [8 marks]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Responsibility in this project** | **Academic Qualifications**  **(*Where applicable*)** | **Experience** | **Permanent or part-time** | **New recruitment or continued engagement** | **Remuneration/Allowance** | | |
| **Monthly** | **# of Months** | **Total** |
|  |  |  |  |  |  |  |  |  |
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*NB: Show the experience of each person in relation to the role that will be played in the project. May attach additional information e.g. Curriculum vitae (CV).*

1. **QUALITY OF APPROACH**
   1. Provide a detailed Project Work Plan showing the link between the activities, role players, resources needed, estimated costs to each stage of the project, and the expected output/results. [10 marks]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project**  **Phase** | **Phase Description/Stages of the project** | **Activities to be carried out** | **Person in charge** | **Non-financial Resources needed** | **Financial Resources needed** | **Expected Output/Results** |
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|  |  |  |  |  |  |  |
| e.t.c |  |  |  |  |  |  |

*NB: Align the project stage to the input (activities and resources) and output. May attach additional information*

* 1. Provide the Overall Project Timeline showing the point at which each project phase will begin. [2 marks]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Phase** | **Description of the Project Phase** | **Estimated duration of the project phase** | **Expected Start (month)** | **Expected End (month)** |
|  |  |  |  |  |
|  |  |  |  |  |
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*NB: Sequentially Outline Project stages and their duration, indicating expected start and finish months. \* The total duration should be the same as indicated in 1.15.*

1. **RISKS AND MITIGATION** 
   1. Highlight any foreseen challenges that could affect progress of the project (These challenges could be external or internal) and state the specific measures that will be deployed to mitigate these challenges. [5 marks]

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| --- | --- | --- | --- |
|  | **Project Activity** | **Risk/Challenge *(internal or external)*** | **Mitigation** |
|  |  |  |  |
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*NB: Indicate the project challenges as risks and align with its mitigation measures.*

1. **SUSTAINABILITY**
   1. Describe actions and activities that will be used to ensure that the results achieved through this funding of the project will continue to be realized after funding from the LTDF. (This could be revenue generation through sale of goods and services or other fund-raising activities). *(Where applicable, provide supporting documents such as letters of intent, contracts to provide products/service etc.)* [5 marks]

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1. **DETAILED PROJECT BUDGET**
2. **Project Budget**

Provide a detailed and realistic budget for the proposed project indicating costs of activities to be carried out (including human resources, equipment, venues, transport, subsistence, service costs etc.) *(where possible, provide 3 quotations) [*10 marks]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Description** | **Quantity** | **Unit Price/Rate (BWP)** | **Total (BWP)** |
|  | **Human Resources (Refer to 3.1.2 and 3.1.3)** |  |  | **(Total of 3.1.2 and 3.1.3)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

*\*\* May attach additional information*

*\*\*The total should be equal to the total amount requested in 1.16*

*\*\*NB: Management may request the applicant to adjust the budget*

1. **Additional Funding/ Applicant’s Contribution**

In the event that the applicant’s proposed project costs more than the requested amount, please indicate how the deficit will be financed. Please provide the necessary proof/evidence.

1. **PREVIOUS AND ONGOING PROJECTS (IF APPLICABLE)**

This item is not scored; however, it is essential for the applicant to provide a list of all previous and current projects funded by the Botswana Government/other sponsor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year** | **Project**  **Description** | **Name of Sponsor** | **Amount (BWP)** | **Project Status** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| etc. |  |  |  |  |  |

*NB: May attach additional information.*

1. **ATTACHMENTS (PLEASE TICK)**

|  |  |
| --- | --- |
| **Tick (√)** | **Attached document** |
|  | Certified copy of Identity/Omang, in the case of individual applicants. |
|  | Curriculum Vitae for the project leader. |
|  | If applicant is a company, valid tax clearance certificate. |
|  | If applicant is an entity, attach an official proof that the person signing the declaration of the application is the legal representative of the applicant and is legally authorized to represent the applicant, or letter of authorization for groups. |
|  | In the case of associations/societies/non-governmental organizations, provide certified copies of registration certificates, constitution for societies, and Board of Directors list/List of Trustees. |
|  | In the case of government departments, attach a letter from the parent Ministry. |
|  | In the case of a parastatal, provide a copy of the establishing instrument and list of board members. |
|  | In the case of PWDs provide Disability Card. |
|  | Endorsement and recommendation letters *(if any).* |
|  | Reference letters from previous sponsors *(where applicable).* |
|  | Economic Diversification Drive certificate *(if available).* |
|  | Any other information that may support your application. |