

APPLICATION FORM FOR FUNDING FROM THE LEVY ON TECHNICAL DEVICES FUND

2023

FOMO YA KOPO

YA DITHUSO TSA MADI TSA LETLOLE LA TLHABOLOLO YA MOHAMA WA BODIRAGATSI.

2023

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| **INSTRUCTIONS TO THE APPLICANT/ DITAELO TSA MOIKOPEDI** |
| 1. *The applicant must complete all parts of the application form/*   **Moikopedi o tshwanetse a tlatsa fomo ya kopo yotlhe**   1. *The responses should be in legible handwriting if they are not typed/*   **Dikarabo di bonale sentle fa e le gore mokwalo ga wa thaipiwa**  *Fa go kwadilwe ka seatla mokwalo o tshhwanetse go bonala sentle*   1. *All monetary values should be presented in Botswana Pula (BWP).*   **Madi a tshwanetse a supiwa ka ledi la Pula la Botswana**   1. *Any attachment should be linked to relevant parts of the application form./*   **Mekwalo epe ya motlaleletsa kgotsa bopaki e tshwanetse ya lomaganngwa le dikarolo tse di maleba tsa fomo ya boikopedi** |

1. **DETAILS OF APPLICANT / MOIKOPEDI KA BOTLALO**
   1. Names of Applicant / **Leina la Moikopedi**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Type of Applicant / **Mohuta wa Moikopedi** (*Tick the appropriate/applicable box /* ***tshwaya fa go tshwanetseng)***

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| --- | --- |
| Individual /Business name /**ka bonosi** */* ***leina la kgwebo*** |  |
| Company / **Kompone** |  |
| Government / **Puso** |  |
| Collective Society/ **Setlhopha** |  |
| Parastatal **/ Seka-Puso** |  |
| NGO/Trust/Association / **Lekgotla le e seng la puso/Mokgatlho** |  |

* 1. Omang(*for individuals/baba ikemetseng ka bonosi*) /Registration number **/Nomore ya ikwadiso** *(for organisations /* ***ya makgotla****):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Age/**dingwaga tsa matsalo** *(for individuals only****/baikopedi ba ba ikopelang ka bonosi****):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Gender / **Bong** *(for individuals only /* ***baikopedi ba ba ikopelang ka bonosi****):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  4. Do you have with any form of disability?

**A o mona le bogole**? (for individuals only/**baba ikopelang ka** **bonosi**)

Yes**/ Ee**  No/**Nnyaa**

If yes, state the type of disability / **Fa o dumela, tlhalosa mohuta wa bogole**

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* 1. Contact details **/Ikgolaganyo**

Postal Address/

**Aterese ya poso**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/

**Mogala**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address/**Aterese ya emeili**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Physical address/

**Lefelo ya bonno**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Contact Person/

**Mogokaganyi**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Project Leader/

**Moeteledipele**

**wa porojeke/** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Project location/

**Lefelo la porojeke/** *(Where the project will be carried out /* ***kwa porojeke e tla diragadiwang teng****)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Project title/

**Leina la porojeke**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Type of project/

**Mohuta wa porojeke**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Target group/**Ba porojeke e itebagantsweng le bone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Project duration/

**Sebaka sa porojeke/** *(maximum 36 months/ Se sa fete dikgwedi tse di masome a mararo le borataro):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Total amount requested/ **tshoboko ya madi a a tlhokiwang** *(minimum: P10, 000.00; maximum: P1 million****/ bonnye jwa dikete tse di lesome tsa dipula, go sa fete sedikadike sa dipula****):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **RELEVANCE OF THE PROPOSED PROJECT TO FUND OBJECTIVES/ TOMAGANO YA POROJEKE LE MAIKEMISETSO A LETLOLE**
   1. Describe the proposed project/ **Tlhalosa porojeke ka botlalo**:(5 marks/**matshwao a matlhano)**

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* 1. Outline the objectives of the project/ **Nankola maikemisetso a porojeke. [5 marks/matshwao a matlhano]**

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* 1. Demonstrate how the proposed project aligns with the LTDF objectives/**Tlhalosa ka fa porojeke e tsamaelanang le maikemisetso a letlole la Badiragatsi** [5 marks / **matshwao a matlhano**]

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* 1. State the problems/gaps related to the creative industry in Botswana that the project seeks to address / **Nankola dikgwetlho tse di lebaganyeng mohama wa bodiragatsi tse porojeke/tirokgolo e ikaelelang go di itebaganya. STET): *(****Provide supporting evidence where applicable /* ***ntsha bosupi jwa seo fa go tlhokafalang)* [10 marks/ matshwao a lesome]**

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* 1. Provide detailed benefits of the project/ **Supa maungo a porojeke** [5 marks/**matshwao a matlhano]?**

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* 1. Clearly outline expected results indicating how these results will be measured/**Nankola maduo a a solofetsweng le ka fa a tla kalwang ka teng**. [10 marks/**matshwao a lesome**]

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**Target Group/ ba go itebagantsweng le bone**

* 1. Clearly describe the target group/beneficiaries of the proposed project/ **tlhalosa ka botlalo ba porojeke e itebagantseng le bone**. [1 mark**/ letshwao le le lengwe**]

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* 1. Describe the needs and/or challenges faced by the target group and outline how the project will address them/ **Tlhalosa ditlhokego le dikgwetlho tse di lebaganeng ba porojeke e itebagantseng le bone kgotsa ba ba tla ungwelwang ke porojeke e**. Tlhalosa ka fa porojeke e tla rarabololalng dikgwetlho tse. [3 marks / **matshwao a mararo]**

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* 1. Describe how the effects/outputs/results/impact of the project will be disseminated to the target group/ **Tlhalosa ka fa maduo le dikungo tsa porojeke e, di tla fitlhelelang ba porojeke e itebagantsweng le bone**. (*This could be through broadcasts, sale of goods, provision of services, donations etc/* ***Se e ka nna ka tlhaeletsanyo kgotsa Thekiso ya dithoto, kgotsa dikabelo****.)* [2 marks/ matshwao a mabedi]

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* 1. Demonstrate how the project results will benefit the community at large/ **Tlhalosa ka fa maduo a porojeke e tla ungwelang setshaba ka kakaretso..** [3 marks/ **matshwao a mararo**]

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1. **HUMAN RESOURCE CAPACITY FOR THE PROJECT/ BOKGONI JWA BODIREDI JWA POROJEKE**
   1. Project Management/ **Botsamaise jwa porojeke** 
      1. Demonstrate the Project Leader’s capability and experience to manage projects in the creative industry, or other relevant field. Provide supporting evidence/ **Supa ka botlalo bokgoni le boitemogelo jwa moeteledipele wa porojeke mo mohameng wa bodiragatsi.** *(Attach CV and other relevant documentation/* ***ntsha bosupi wa boitemogelo jwa gago****)* [7 marks/ **matshwao a supa**]

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* + 1. Provide details of a bookkeeper as per the table below/ **Supa dintlha ka botlalo tsa motshwara dibuka** [4 marks/ matshwao a mane]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name **/ Leina** | Academic Qualifications**/ Dithuto** | Experience**/ Boitemogelo**  ***(****Number of Years/* ***Dingwaga)*** | Permanent or part-time**/ A ke modiri wa Sennelaruri kgotsa wa nakwana** | **New recruitment or continued engagement/ A modiri o mosha kgotsa yo ntseng a le teng** | Remuneration/Allowance  **Dituelo/ dikatso** | | |
| **Monthly/** ka kgwedi | **# of Months /** palo ya dikgwedi | **Total /**tshoboko |
|  |  |  |  |  |  |  |  |

* + 1. Additional Key Human Resources/ **tse dingwe tse di amanang le bodiredi**:

Provide a list of other people who will participate in the implementation of the project/ **Nankola batho ba bangwe ba ba tla amanang le go diragatsa porojeke** [8 marks/**matshwao a ferabobedi]**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name**/ Leina** | Responsibility in this project**/ boikarabelo mo porojekeng/** | Academic Qualifications**/ Dithugo**  **(*Where applicable/fa go lebaneng*)** | Experience**/ boitemogelo** | Permanent or part time**/ A ke modiri wa Sennelaruri kgotsa wa nakwana** | New recruitment or continued engagement**/ A modiri o mosha kgotsa o ntse a le teng** | Remuneration/Allowance  **Dituelo/dikatso** | | |
| Monthly**/ ka kgwedi** | # of Months **/palo ya dikgwedi** | Total/ **Tshoboko** |
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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)./ E****la tlhoko: supa boitemogelo jwa motsaakarolo mongwe le mongwe go lebilwe karolo e a e dirang mo porojekeng/ tirokgolong. O ka tsenya bosupi wa boitemogelo****.*

1. **QUALITY OF APPROACH/ BOLENG JWA TSAMAISO YA POROJEKE**
   1. Provide a detailed Project Work Plan showing the link between the activities, role players, resources needed and estimated costs to each stage of the project**/ Supa moalo wa porojeke le tomagano ya dikgato le ditirelo tsotlhe, batsaya karolo, bodiredi, le ditshenyegelo tse di akanyediwang**. [10 marks/ matshwao a lesome]

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|  | Phases/Stages of the project / **Dikgato tsa porojeke** | Activities to be carried out/ **Ditiragalo** | Person in charge / **Motlhokomedi** | Non-financial Resources needed **/ Ditsompelo tse eseng tsa madi tse ditlhokiwang** | **Financial Resources needed/ Madi a a tlhokiwang** | **Expected Output/Results/ Maungo kgotsa maduo a a solofetsweng** |
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| e.t.c |  |  |  |  |  |  |

*NB: Align the project stage to the input (activities and resources) and output. May attach additional information/* ***ela tlhoko: lomaganya kgato nngwe le nngwe le ditsompelo tse di dirisitsweng le maduo kgotsa maungo.***

* 1. Provide the Overall Project Timeline showing the point at which each project phase will begin/ **Supa thulaganyo ya nako e legato lengwe le lengwe le tla simololang ka yone**. [2 marks/ matshwao a mabedi]

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| --- | --- | --- | --- | --- |
|  | Description of the Project Phase**/ tlhaloso ya legato ya porojeke** | Phase duration / **sebaka sa kgato nngwe le nngwe** | Expected Start (month)/ **kgwedi e go tla simololwang ka yone** | Expected End (month)/ **kgwedi e go tla fediwang ka yone** |
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*NB: Indicate the project duration, Sequentially Outline Project stages and their duration.* ***/ supa sebaka sa porojeke e tla se tsayang,/ o nankole dikgato tsotlhe le sebaka sa tsone***

1. **RISKS AND MITIGATION / BOTLHABETSI/DIKHWETLHO LE THARABOLOLO**
   1. Highlight the foreseen challenges that could affect the progress of the project?

Supa dikgwetlho tse go solofelwang di ka ama tswelelopele ya porojeke. (These challenges could be external or internal/ Dikgwetlho tse di ka nna tse di ko ntle kgotsa tsa mo teng ga porojeke) and state the specific measures that will be deployed to mitigate these challenges/ mme o nankole ka tlhamalalo se se ka dirwang go fokotsa manokonoko a dikgwetlho tse [5 marks/ matshwao a matlhano]

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| --- | --- | --- | --- |
|  | **Project Activity/ Tiragalo ya porojeke** | **Risk/Challenge/ kgwetlho (***internal or external/ ya ko ntle kgotsa ya mo teng)* | **Mitigation/ Tlharabololo** |
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*NB: Indicate the project challenges as risks and align with its mitigation measures/* ***supa dikgwetlho tsa porojeke mme o di bapise le ditharabololo tse di akantsweng.***

1. **SUSTAINABILITY/GO ITSHETLELA GA POROJEKE** 
   1. Describe actions and activities that will be used to ensure that the results achieved through the funding of the project will continue to be realized after funding from the LTDF/

**Tlhalosa dikgato tse di tla tsewang go tlhomamisa gore porojeke e tla tswelela le morago ga go fela ga thotloetso ya letlole la Badiragatsi.** (This could be through sale of goods and services or other fund-raising activities/ **se e ka nna ka thekiso ya dithoto, ditirelo kgotsa mananeo ape fela a go kgobokanya madi**). *(Where applicable, provide proof such as letters of intent, contracts to provide products/service etc.* ***fa go kgonagalang teng supa bosupi jaaka makwalo a rurifatsang kgotsa tumalano )* [5 marks/ matshwao a matlhano]**

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1. **DETAILED PROJECT BUDGET/ KGAOGANYO YA MADI A POROJEKE E E TLETSENG**

Provide a detailed and realistic budget for the proposed project indicating costs of activities to be carried out/ **supa kgaoganyo ya tiriso ya madi e e supang ditlhotlhwa tsa ditirelo tse di tla diragadiwang** (including human resources, equipment, venues, transport, subsistence, service costs etc./ **go akaretsa ditlhwatlhwa tsa bodiredi, didirisiwa, mafelo, dipalamo, malala-ntle, jalo jalo)** *(where possible, provide 3 quotations* ***/ fa go kgonagalang supa ditlhwatlhwa tse tharo tse di tswang mo bagwebing ba ba farologanyeng)*** *[*10 marks/ **matshwao a lesome**]

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| **No/ nomore.** | **Description/ tlhaloso** | **Quantity/ Palo** | **Unit Price/Rate/ Tlhwatlhwa ka bongwe (BWP)** | **Total/ Tshoboko (BWP)** |
|  | **Human Resources / bodiredi (Refer to /lebelela 3.1.2 and 3.1.3)** |  |  | **(Total of / tshoboko ya 3.1.2 and 3.1.3)** |
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| **Total** |  |  |  |  |

*\*\* May attach additional information /****O ka oketsa bopaki jwa gago***

*\*\*The total should be equal to the total amount requested /* ***Tshoboko ya ditshenyegelo e tshwanetse ya lekana le a a kopiwang***

*NB: Management may request the applicant to adjust the budget/****Moikopedi o ka kopiwa go dira diphetogo mo kgaoganyong ya madi***

1. **PREVIOUS AND ONGOING PROJECTS/ DIPOROJEKE TSE DI FETILENG LE TSE DI TSWELETSENG (IF APPLICABLE/ FA GO TLHOKAFALA)**

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/ **Karolwana e ga e fiwe matshwao mme go tlhokafala gore moikopedi a nankole diporojeke tsotlhe tse di fetileng le tse di tsweletseng tse a boneng thotloetso tsa tsone go tswa ko pusong kgotsa barotloetsi bape fela**.

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| --- | --- | --- | --- | --- | --- |
|  | **Year/ngwaga** | **Project**  **Description/tlhaloso ya porojeke/** | **Name of Sponsor/ leina la morotloetsi** | **Amount/ Madi a dithuso** | **Project Status/ Seemo sa porojeke** |
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| etc. |  |  |  |  |  |

*NB: May attach additional information/ O ka supa bopaki.*

1. **ATTACHMENTS/ BOPAKI (PLEASE TICK/ TSHWAYA)**

|  |  |
| --- | --- |
| **Tick (√)** | **Attached document/ Bopaki** |
|  | Certified copy of Omang/ **Moriti wa Omang yo o rurifaditsweng**. |
|  | Curriculum Vitae for the project leader**/Bosupi wa boitemogelo jwa moeteledipele wa porojeke**. |
|  | If the applicant is an entity, attach proof of authorization to represent the entity/ **Fa moikopedi e le lekgotla, tsenya bosupi jwa tetla ya go emela lekgotla leo.** |
|  | In the case of associations/societies/non-governmental organizations, provide certified copies of registration certificates and constitution/ **Fa moikopedi e le lekgotla kgotsa mokgatlho, tsenya bosupi jwa gore le kwadisitswe ka fa molaong** *(where applicable/ fa go tlhokega).* |
|  | In the case of government departments, attach a letter from the parent Ministry/ **fa e le lekalana la puso, tsenya tetla go tswa lephateng le le golwane.** |
|  | In the case of a parastatal, provide a copy of the establishing instrument and list of board members/ **Fa e le lekalana la seka-puso, tsenya bosupi jwa go tlhangwa ga lone le maina a maloko a botsamaisi kgotsa boto** |
|  | Endorsement and recommendation letters/ **Makwalo a a supang barotloetsi le bapaki *(if any/ fa ba le teng).*** |
|  | Three (3) quotations from different suppliers or shops where applicable  Ditlhwatlhwa tse tharo go tswa mo bagwebing kana barekisa dithoto b aba farologanyeng. |
|  | Reference letters from previous sponsors/ **makwalo a bopaki go tswa ko barotloetseng pele** *(where applicable/* ***fa go amegang****).* |
|  | Economic Diversification Drive certificate**/ Setlankana sa EDD** *(if available/* ***fa se le teng****).* |
|  | Any other information that may support your application/ **Sepe fela se se ka pakelang kopo e.** |