 **MINISTRY OF HOME AFFAIRS**

 **P.O.BOX G11, HONIARA**

 **SOLOMON ISLANDS**

Tel: (677)28602 Fax(677)24837

 ***Application form for Councils of Chiefs and House of Chiefs***

 ***for Financial Assistance.***

**1.0 Introduction**

1.1 Name of applicant Houses and Council of Chiefs that seek financial assistance:

 ……………………….……………………………

 1.2 Type of Programme (please tick) - Trainings

 -Workshops

 -Meetings

 - Seminars

 1.3 Date and Duration of program ……………………………………………..

 1.4 Location (village, ward, constituency, province) …………………………………………

 …………………………………………

 1.5 Membership status, Registered, Sworn House of Chiefs. Please explain.

 1.6 Names of (office bearers): Title/post

 ……………………………………………….. …………………………………

 ……………………………………………… …………………………………..

 ……………………………………………... …………………………………

1.7 Bank account Information:

 Name of Bank ………………………………………………….

 Bank account name ………………………………………………

 Bank account number………………………………………………

 Signatories (Names) …………………………………………………

 …………………………………………………

 ……………………………. ……………………

**2.0 Programme Activity Background**

 2.1 Briefly state the target groups and explain the purpose of the programme

 where funding assistance is sought for.

 2.2 State the expected outcomes that the programme hopes to deliver through

 Such funding assistance that may lead to achieving your aims and objectives.

 2.3 (a) What are some gaps or areas that your Houses and Councils of Chiefs

 experience which make it hard for your initial establishment and

 development at the community level?

 (b) Do you receive or get any support (whether financial or advisory) any where

 else for the process of establishment and development of your Houses and

 Council of Chiefs?

**3.0 Programme** Description

3**.**1 Briefly state the main activities that will be involved in the program.

 3. 2 Provide the names of resource people and areas of assistance they will provide

 to support the program.

**4.0 Implementation**

 4.1 Who will coordinate the program and what skills and knowledge do they

 possess to the program.

 4.2 Will you require supporting human resources at any stage of your program.

 If so, in what specific areas?

**5.0 Benefits**

5.1 How will the Houses and Council of Chiefs and community at large benefit

 from the program?

 5.2 Give an estimate number of people who will directly benefit from

 the program.

 5.3 Who else will this program provide linkages with and for at the community

 level.

**6.0 Project Cost ( please use sheet)**

 6.1 Provide a detailed breakdown with supporting information, eg invoices/

 proformers for the total cost of the program activities.

6.2 What is the total cost of assistance required?

 6.3 What is your equity contribution?

 6.4 What are other sources of fund or assistance secured for the program?

 6.5 Did your House and Councils of Chiefs receive any assistance from this?

 Ministry in the past years? If so, how much.

**7.0 Endorsement** (**attachment)**

 7.1 **As** a reminder once again, this application must carry the endorsement of the

 provincial officer responsible for the affairs of the Houses and Councils of

 Chiefs and that of the Provincial Secretary of the requesting province.

**8.0 Reporting and acquittal**

 8.1 (a) Name of person(s) who will prepare the report.

 (b) Information (receipts and records) forming the acquittal to be compiled

 and sent to the Permanent Secretary, Ministry of Home Affairs.

**9.0 Applicant information**

Name of applicant ………………………………………

 Position in Houses and Councils of Chiefs …………………………………

 Contact address/ Tel ………………………………

Sign ………………………………. Date: ……………………………