



DONATION APPLICATION FORM

Application for the donation from the Ongwediva Town Council for the year 2023/2024 financial year

The completed application form together with the detailed project proposal must be submitted in a sealed envelope clearly, marked "Request for donation" and be placed in a bid box **MARKED REQUEST FOR SEALED QUOTATION**, stationed at the Ongwediva Town Council, Ground floor, Town House on or before 11th August 2023 at 14h30.

No faxed, emailed or late submitted documents will be considered.

1. APPLICANT INFORMATION

Name of organization/group or institution _____

Nature of activities or projects _____

Area of operations _____

Region _____

Existing group/project/organization/institution Yes/No (please circle)

If not exist, indicate the intended date of operation _____

If yes, indicate the established date _____

Telephone number: _____

Email address (if any) _____

Website address (if any) _____

Name of the contact person _____

Contact number _____

Total value of donation required _____

Signature _____ date _____

All official correspondence must be addressed to the Chief Executive Officer

Sector (please tick)

- Health
- Education
- Community
- Environment
- Arts and Culture
- Sports and Recreation
- Other please specify

2. THE FOLLOWING SHOULD BE COMPLETED IN DETAIL TO ALLOW FIAR EVALUATIONS, FAILURE SHALL RENDER TO DISQUALIFICATIONS

Full name of the applicant: _____

Contact person: _____

Full Physical Address of the project:

Attach proof of registration (if applicable): _____

Areas of operations: _____

Briefly in not more than 5 (five) clearly outline the nature of the project or activities for which the donation is being requested and the expected outcome.

3. PREFERENCE IS GIVEN TO INSTITUTIONS/GROUPS/ORGANISATIONS AS FOLLOWS:

- (a) Non-profit organisation/group/institution and demonstrate community support and involvement.
- (b) Working for the benefit of a wide range of stakeholders, in particular the youth, women, elderly and the people living with disability within Ongwediva town.
- (c) Ongwediva based group/organization or institutions (supported by proof)
- (d) Committed to providing the Ongwediva Town Council with a project implementation progress report. The applicant should not have previously benefited from the donation of Council;
- (e) Non-profit organizations, institutions or group of people that promote any of the following:
 - i. promoting the social welfare of communities within the areas of Ongwediva;
 - ii. promoting the health of communities within the area of Ongwediva;
 - iii. promoting education and training of communities within the area of Ongwediva;
 - iv. promoting the economic advancement of communities within the area of Ongwediva;
 - v. promoting recreational and leisure activities of communities within the area of Ongwediva;

4. DISQUALIFICATION

- (a) Faxed or emailed documents
- (b) Late submission after the closing date and time
- (c) Non-submission of the documentary proof as required
- (d) Incomplete application
- (e) Non-submission and/or return of the application form
- (f) Non-initialising of this document

5. GENERAL INFORMATION

The application will be considered within 90 days; provided that all supporting documentation and information has been submitted with the proposal.

The donation policy of the Council shall be available on written request from the office of the Chief Executive via the following email addresses: Inghuulikwa@otc.com.na or jmuma@otc.com.na.