



SOUFRIERE REGIONAL DEVELOPMENT FOUNDATION PROJECT PROPOSAL APPLICATION GUIDELINES

Thank you for your interest in partnering with us to develop our community. We are committed to making Soufriere the best place to live in St. Lucia and thus look forward to your organisation's project proposal.

To qualify for SRDF funding you must fill and submit our Project Proposal Application. The application form is relatively easy to fill and comprises several areas, namely:

Applicant Information

- Name of implementing organization and contact information
- Main contact person and contact information

Project Information

- Project Title
- Project Location
- Project Start Date
- Project Duration
- Funds Requested
- Recipients Contribution

Description

- Project Purpose
- Project Results
- Project Activities
- Project Background (reason motivating request)
- Project Benefactors
- Project Executor's Background
- Project Sustainability
- Project Budget

To avoid any delays in our initial response to your proposal application great care must be taken to clearly fill all areas noted above. Applicants are encouraged to call the SRDF should they have any difficulties filling the form in preference to submitting an incomplete application. As with most things in life the more effort that goes into the proposal planning and preparation stage, the greater the likelihood of success.



**PROJECT PROPOSAL APPLICATION FORM
FOR FUNDING COMMUNITY PROJECT**

**SOUFRIERE FOUNDATION OFFICE
USE ONLY**
Application. No.

Date Received:
Date Approved:

APPLICANT INFORMATION

1. Name of Implementing Organisation

2. Telephone Facsimile
E-mail Website

3. Main Contact Person Position/Designation

3a. Telephone # E-mail

4. Project Title

5. Location of Project

PROJECT INFORMATION



6. Proposed Start Date of Project (dd/mm/yy)

8. Proposed Duration of Project

7. Funds Requested from SRDF (EC\$)

10. Recipient's contribution

8. Funds Requested from Other Sources (EC\$)

9. Total Budget Cost (EC\$)

PROJECT DESCRIPTION

10. Describe the Main Purpose of the Project

11. What are the expected project results?

12. What are the main activities of the project?



LOCAL CONTEXT

13. Describe the area where the project will be implemented; and the reason motivating the request for assistance

BENEFICIARIES

14. Who will benefit from the project and how will these benefits be realized?

SUSTAINABILITY

15. Who will be responsible for maintaining the project beyond its completion date?

16. How will it be done?

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PROJECT BUDGET

17. Specify the resources requested from the SRDF (Specify the exact nature of the assistance being sought) and financial resources your organisation has agreed to contribute to this proposed project.

Input	SRDF Contribution	Recipient(s) Contribution (\$)	Other(s) Contribution (\$)	Total (\$)
Labour costs				
Materials				
Training Equipment				
Administration Fees				
Project Hardware				
Other (Specify)				
Contingent				
Sub Project Cost				
Monitoring and Administrative Cost (10%)				
Total Project Cost				

Signed on behalf of , by.....
 the undersigned, thisday of201.....

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