

SCHEDULE 8*(Regulation 20(1))***TONGA CLIMATE CHANGE FUND APPLICATION FORM FOR PROJECT FUNDING****APPLICATION FORM FOR PROJECT FUNDING UNDER THE TONGA CLIMATE CHANGE FUND ACT 2021****MINISTRY RESPONSIBLE FOR CLIMATE CHANGE**

*Complete this form if you wish to apply for project funding under section 34 of the
Tonga Climate Change Fund Act 2021*

Please request a copy and read the TCCF Instructions before completing this Application Form. This Form must be completed in English or Tongan. All questions **MUST BE ANSWERED** or the proposal will not be considered for funding. If the space provided is not enough, please attach a separate piece of paper for each question. Supporting materials such as letters, photographs or diagrams may be attached.

IF YOU HAVE ANY QUESTIONS ABOUT THE FORM, PLEASE CONTACT:

The Secretariat

Tonga Climate Change Fund

Department of Climate Change

Ministry of Energy, Information, Disaster Management, Environment, Communication and Climate Change
(MEIDECCC)

Telephone:

Fax:

Email:

**THE SECRETARIAT WILL ACKNOWLEDGE THE RECEIPT OF THE APPLICATION AND PROVIDE A
PROJECT APPLICATION NUMBER**

PART A – PROJECT INFORMATION

1. PROJECT TITLE	<i>Please provide a descriptive title (no more than 10 words)</i>
2. ACREDITED ENTITY DETAILS	<i>Name:</i> <i>Accreditation no.:</i> <i>Address:</i> <i>Telephone number:</i> <i>Website:</i> <i>Email:</i>
3. CONTACT DETAILS	<i>Name:</i> <i>Position:</i> <i>Address:</i> <i>Telephone number:</i> <i>Email:</i>
4. PROJECT LOCATION <i>Please indicate target project area and attach a location map and list if needed.</i>	☐ <i>National</i> ☐ <i>Island Group Specific (provide map and list of islands and communities)</i> ☐ <i>Village or Community Specific (name and provide map)</i> ☐ <i>Other _____</i>
5. PROJECT ALIGNMENT WITH NATIONAL CLIMATE CHANGE PRIORITIES <i>Please indicate which priorities the project will address.</i>	☐ <i>[insert declaration]</i> ☐ <i>[insert declaration]</i> ☐ <i>[insert declaration]</i>
6. PROJECT PURPOSE <i>Write one sentence that clearly sets out the aim of the project, reflecting the "change" it will help bring about</i>	
7. CONTEXT AND NEED FOR PROJECT <i>In no more than 200 words, provide the background and context to the issues this project will address and why the Tonga Climate Change Fund should fund this project.</i>	
8. PROJECT SUMMARY <i>In no more than 200 words, explain:</i>	

(a) what the project plans to achieve; (b) how proposed activities will deliver stated outputs; and (c) how stated outputs will help bring about the project purpose. How does the project contribute to achieving one or more of the resilient targets under JNAP? (Note: This question will be looked at again during any Evaluation of this project. The success of the project will largely be judged on what is said here)	
9. PROJECT BENEFICIARIES State who the main beneficiary groups are. How many women, men, children and vulnerable groups will be impacted, directly and indirectly?	

PART B – PROJECT PLAN							
10. PROJECT PLAN Based on the information provided in the Project Summary, describe below the – (a) purpose; (b) outputs; and (c) activities the project is designed to deliver.							
PURPOSE							
Indicator(s):	Baseline	Sources	Milestones	Target & Date			
OUTPUT 1:							
	Baseline	Sources	Milestones	Target & Date			
Activities linked to Output 1							
OUTPUT 2:							
Indicator(s)	Baseline	Sources	Milestones	Target & Date			

Activities linked to Output 2			
<i>(Add more lines as needed)</i>			

PART C – PROJECT COSTS AND FINANCING																																			
11. TOTAL COST <i>What is the TOTAL cost of the Project?</i> <i>Please detail the cost to the Tonga Climate Change Fund and, if relevant, the cost to co-funders.</i>	TCCF Funding requested		Co-financing																																
12. CO-FUNDING <i>If relevant, please provide the name and contact details of any co-funders, including funding source and amount. If there are no co-funding arrangements, please explain why the Tonga Climate Change Fund should fund this project in full.</i>																																			
13. SUMMARY PROJECT COSTS AND FINANCING <i>Itemised preliminary budget in Tongan Pa'anga identifying how funding is allocated to each project Output.</i>	<table border="1"> <thead> <tr> <th>Output</th> <th>Activity</th> <th>TCCF</th> <th>Co-Funding</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Output 1</td> <td>1.1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.3</td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="3">Output 2</td> <td>1.1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Output	Activity	TCCF	Co-Funding	Total	Output 1	1.1				1.2				1.3				Output 2	1.1				1.2				Total			
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	Total																																		

PART D – IMPLEMENTATION AND PROJECT MANAGEMENT	
14. IMPLEMENTING PARTNER <i>In no more than 200 words, describe how the accredited entity proposes to implement and manage the project (include the organisational chart)</i>	
15. IMPLEMENTATION SCHEDULE <i>Provide a table or schedule which outlines important milestones for the delivery of the project</i>	

PART E – SIGNATURE

Should this application be successful I,, the AUTHORISED REPRESENTATIVE OF THE APPLICANT, hereby undertake to:

- ☐ Assist the Secretariat in the development of the Project Assessment Document
- ☐ Meet the reporting requirements of the project
- ☐ Publicly acknowledge the Tonga Climate Change Fund for provision of funding for the project
- ☐ Accept and co-operate with authorised personnel who are monitoring the project
- ☐ Make no changes to the project without consultation with the Secretariat
- ☐ Not to use project funds for anything other than what is stated in the Project Implementation Agreement

Full name:

Position in the Organisation... ..

Date:

SUBMISSION CHECKLIST

Before submitting your application, please check and confirm the following:

- ☐ Project meets project eligibility criteria
- ☐ Application proposes eligible activities to be conducted
- ☐ Supporting Evidence that Applicant is supported by beneficiaries or AE has a legal mandate for implementing project (ie in the case of a Government AE)
- ☐ None of the non-eligible activities and inputs are included.

PLEASE SUBMIT YOUR APPLICATION TO:

THE SECRETARIAT - TONGA CLIMATE CHANGE FUND
DEPARTMENT OF CLIMATE CHANGE
MINISTRY OF METEOROLOGY, ENERGY, INFORMATION, DISASTER MANAGEMENT,
ENVIRONMENT, CLIMATE CHANGE AND COMMUNICATION (MEIDECC)
NUKU'ALOFA

FOR OFFICE USE ONLY:

Date application received: _____

Name of receiving officer: _____

Details recorded in database: Y / N

Project Application number issued: _____

SCHEDULE 9*(Regulation 20(4)(a))***SUBMISSION CHECKLIST**

Criteria	Yes	No
1. Project meets eligibility criteria		
2. Application proposes eligible activities to be conducted		
<i>If Yes, please indicate Category and type of activity;</i>		
(i) Adaptation (ecosystem resilience, water and food security)		
(ii) Mitigation (solar rooftops)		
(iii) Loss and Damage (climate proofing of infrastructure i.e. evacuation road, centre)		
(iv) Cross cutting (awareness and capacity building)		
3. Additionality is demonstrated. How does the proposed project promote climate change resilience in the community.		
4. Capacity to finalize the activity, on time and budget, is also demonstrated.		
5. Applicant is supported by beneficiaries		
6. None of the noneligible activities and inputs are included.		

Note:

Wording which appears in brackets in the above table are only for the purposes of assisting applicants.