



## APPLICATION FORM FOR ASSISTANCE FROM THE AFRICAN WORLD HERITAGE FUND

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This template is the original assistance request form which when sent should cover all the questions asked. It can be adjusted to accommodate aspects not covered or the length and detail of your request. It should be filled in, in English or French and sent with supporting documents and a concept proposal as per the format provided in section C to: -

The **African World Heritage Fund**  
1258 Lever Road  
Headway Hill  
Midrand, 1685  
South Africa.

Tel: +27 [0] 11 313 911  
E-mail: [info@awhf.net](mailto:info@awhf.net)

Closing Date: **13<sup>th</sup> October 2017**

***Please note that the results will be announced in June 2018***

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African World Heritage Fund | Tel: + 27 [0] 11 313 911 | Email: [info@awhf.com](mailto:info@awhf.com)



This application form is in three parts:

- In section A: Details of your organisation. (***This document assumes the applicant organisation is to be the beneficiary or will function as an accounting and reporting agency if the beneficiary of the fund has limited capacity to perform such***)
- In section B: A description of the funding need and amounts requested
- In section C: A project Plan format to be followed
- In section D: Guidelines and a Checklist of required documents.

## **SECTION A: GENERAL INFORMATION**

- A.1 State Party:
- A.2 Name and position of person making the request:
- A.3 Name of institution applying for assistance:
- A.4 Complete address (postal, physical, fax, telephone and email address):
- A.5 Name and position of an alternate contact person:
- A.6 Head of the requesting institution:
- A.7. Type of organisation applying (e.g. Ministry, Parastatal, Non-profit Organisation, Community Based Organisation, Non- governmental Organisation, etc):
- A.8. When was your organisation established?
- A.9. Registration number: (please attach proof where applicable)
- A.10. Your organisation's bank details:  
Account Name:  
Account Type:  
Account number:  
Bank:  
Swift Code:
- A.11. Describe the main purposes and activities of your organisation (5 lines):

**SECTION B: NATURE OF ASSISTANCE**

B.1 (Tick preference or give a summarised description if not covered below)

Preparatory Assistance	
Conservation management initiatives of listed sites	

Other \_\_\_\_\_

B.2 Project Title: \_\_\_\_\_

B.3 Category of Site (tick below preference)

Culture	Nature	Mixed

B.4. The project is:

- local
- national
- sub-regional involving a few States Parties from a region
- regional involving most States Parties from a region
- international involving States Parties from different regions

If the project is national, sub-regional, regional or international, please indicate the countries/properties which will participate/benefit from the project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B.6 Indicate if this project will also benefit other national and World Heritage properties, and if so, which ones and how?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B.7 How will the project benefit World Heritage site community neighbours \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B.7 Project Location:

What is the name and area where the project will be managed and/or implemented (tick and give property name in the space provided):

a) World heritage property , b) sites on the tentative list , c) designated national sites  d) others specify:

\_\_\_\_\_

Name of the property \_\_\_\_\_

B.8. Justification for the project

a) Explain why this project is critical

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B.9 Timeframe for the implementation of the project (indicate whether estimated or fixed)

Dates: \_\_\_\_\_

Duration: \_\_\_\_\_

B.10 What is the overall budget for the Project and how much is being requested from AWHF? (indicate in US Dollars)

Overall \_\_\_\_\_

Requested from AWHF \_\_\_\_\_

## SECTION C: PROJECT PLANNING

- C.1 Context: Give a brief summary of the context within which the project is proposed
- C2. Give a description of the project proposed?
- C3 Who are the main stakeholders of the project and its beneficiaries?
- C4 What is the overall goal of this project (also describe the means of verification for assessment of the stated goal)?
- C5 What are the Project objectives/purposes (also describe the means of verification for assessing the stated purpose)?
- C6 What are the major outputs (results or outcomes), (also describe the means of verification for assessing the stated outputs)?
- C7 What will the major activities per outputs be?
- C8 What will be the financial, human and equipment inputs be?
- C9 What elements will be build in to sustain the project and its outputs?
- C.10 Example of a work plan

Activity one ; .....		
Activities	Timeframe	Responsible agent/s
Activity two : .....		

C.11 Who will evaluate and report to the African World Heritage Fund within three months before the project is complete and three months after the project is completed)

\_\_\_\_\_

C.12 State the profiles of trainers/participants, if the project foresees the participation of such people.

\_\_\_\_\_

\_\_\_\_\_



C.13 BUDGET BREAKDOWN

a) Provide, in the following table (in United States dollars), a detailed breakdown of costs of the individual elements of the project including, if possible, unit costs and show how these will be shared between the different funding sources.

Note: It is important to also indicate what your organisation and /or your country will be contributing to the project. *You may wish to extend the table as necessary.*

Items	Detailed USD	State Party Funds USD	Amount requested from the AWHF USD	Other sources USD	Total USD
Budget line 1					
Budget line 2					
Budget line 3					
Budget line 4					

## C.15 DECLARATION

I confirm, on behalf of \_\_\_\_\_ (name of organisation responsible for the overall coordination and implementation of the project ) that I am authorised to sign this declaration, and that to the best of my knowledge all answers to the questions on this form are accurate and I agree that probity inspection may be conducted in respect of our organisation. If this application is successful, this organisation will use the grant only for the purposes specified in this application, and will comply with all the terms and conditions attached to the grant. I accept that false information provided by ourselves to the AWHF would nullify this application and that any funds received by us on the basis of such false information would have to be refunded.

Name: \_\_\_\_\_

Position held in organisation: \_\_\_\_\_

Date: ..... Signature: .....

## C.16 SIGNATURE ON BEHALF OF STATE PARTY

Full name: \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

## C.11. ANNEXURES

\_\_\_\_\_ (number of annexes attached to the request)

## SECTION D: GUIDELINES AND CHECKLIST

### D1. Funding areas

The Beneficiaries of the fund are African state parties that have ratified the 1972 World Heritage Convention. Projects that are eligible for funding are those with intention to carry out work within the two broad categories;

- The Identification and preparation of African sites for inclusion on National Tentative Lists and nomination for inscription on the World Heritage List
- The conservation and management of sites already inscribed on the World Heritage List
- The further training of heritage experts, community custodians of sites and site managers

### D2. Filling in the forms

- Provide accurate information
- Complete all relevant sections
- Ensure that all the required supporting documents are included in your application

D.3 Below is a checklist of the core funding areas and compulsory documents to be attached per funding request type

<b>CORE FUNDING REQUEST AREAS</b>	
<b>Preparatory assistance (national and World Heritage Site Inscription)</b>	<b>Conservation management initiatives of listed sites</b>
Draft report of site potential for listing	Outline of previous conservation management initiative
Letter from relevant heritage authority supporting such listing	Project implementation Plan
Project implementation plan	Letter from the Head of the site approving the initiative
Include sources and amounts of supportive funds (if any)	Include sources & amounts of supportive funds (if any)
Indication of how communities will be involved in the project	Indication of how communities will be involved in the drafting of the plans



- The Capacity Building and Technical support projects can either be part within a request for preparatory assistance or a part within the core funding area of conservation management initiatives of listed sites.

<b>CAPACITY BUILDING AND TECHNICAL SUPPORT PROJECTS</b>	
Further Training of heritage experts and site managers	Awareness & Education programmes for community site custodians
CV's of proposed training service providers/or proof of training institutions experience  CV's of experts and site managers  Proof of course registration and /or letter of acceptance  Detail of planned training  Include sources & amounts of supportive funds (if any)	Include sources & amounts of supportive funds (if any)

- AWHF does not provide funding to individuals. When training funding has been approved it is managed by the training institution of choice or nominating heritage site which can submit expenditure and progress reports to AWHF.
  - In addition to the application form and supporting documents, The African World Heritage Fund may require further information from you. You will be contacted if and when such information is required
  - Your application must reach AWHF by the closing date and an acknowledgement of receipt letter will be sent to you. If it was received after the closing date you will be notified. Note that no applications or attached documents will be returned to you.
  - A letter of the outcome of your application will be sent you once recommendations have been made. If your application is successful, you will be asked to complete a funding contract and return it to the African World Heritage Fund.

Key dates:

**13<sup>th</sup> October 2017** Closing date for applications

**30<sup>th</sup> June 2018** Notification to all applicants

## **Criteria for Funding Awards**

### **A. Funding Categories**

There will be two funding categories; The Small Assistance Grants and the Standard Assistance Grant. The Small Assistance Grant is a proposal requesting funding from \$10 000 and below. This funding request shall be recommended by the Director of the African World Heritage Fund to the Chairperson of the AWHC for approval. The Standard Assistance Grant is a proposal requesting funds from \$10 000 and above, which shall be subjected to a review by the AWHC Board.

### **B. Guidelines for funding awards for the Small Assistance Grant**

The Director of the AWHF will put together a team of heritage experts in the area that the proposal seeks support not less than three and not exceeding five people. Proposals shall be circulated electronically. On the basis of the key funding Criteria outlined in Section D, experts will indicate whether the stipulated criteria has been met and where there are shortcomings make recommendations. Based on the expert reviews the AWHF Director will make recommendations for funding support to the Chairperson of the fund.

### **C. Guidelines for funding awards for the Standard Assistance Grant**

The Director of the AWHF will source advice on the technical and scientific standing of the proposals from heritage experts. These reviews will be submitted with the proposals to a meeting of the Board of the AWHF. The criteria outlined in Section D will be followed.

### **D. Key Funding Criteria**

Proposals will be funded on the basis of:

- How closely they match the funds goal
- The project design and implementation
- The use of innovative approaches
- Clearly articulated, realistic and measurable outcomes
- Meaningful roles of and close collaboration between state parties
- Meaningful roles of and close collaboration between agency submitting proposal and community
- If there should be stakeholders involved evidence of endorsement of project by stakeholders
- Where technical support is being sought, or the project is being submitted on behalf of a community or site the lead organization's competencies, practical experience, human resources to implement the project within the proposed timeline and manage grant funds as well as develop project reports
- The capacity to leverage funding from other sources will be an added advantage