

## Annex 1: Application form

<b>CONTACT INFORMATION</b> (name, phone, email, address of two members of our organisation/entity)			
	<b>CONTACT</b>	<b>MEMBER 1</b>	<b>MEMBER 2</b>
Full Name			
Phone			
Email			
<b>IS YOUR ENTITY</b>			
<ul style="list-style-type: none"> <li>Registered in PNG? (<i>provide copy of registration documentation</i>)</li> </ul>			Yes No
<ul style="list-style-type: none"> <li>Led by Papua New Guineans? (<i>provide names and up to 100-word biographies of leader/leadership team</i>)</li> </ul>			Yes No
<ul style="list-style-type: none"> <li>If you answered 'no' to the two questions above, how is your entity a relevant local safety and justice actor? (<i>please explain in up to 250 words</i>)</li> </ul>			
<b>PARTNER ENGAGEMENT</b>			
<ul style="list-style-type: none"> <li>Does this proposal include multiple partners? If no, go to the next question. If yes, list all partners and explain their role, including if one partner is acting as the 'lead' and how they will work together</li> </ul>			Yes No
Name of organisation/ entity	Role (eg: lead; implementing partner; sub-contractor)	Responsibilities (eg: responsible for designing activities; delivering activity x, etc)	How will you work together collaboratively?
<b>CONCEPT</b> What is your idea or existing service for which you are seeking funds? (100 words)			
<b>ISSUE</b> What problem or opportunity does this address in your community and who is most affected? (250 words)			
<b>ADDRESS ISSUE</b> What will you do? (100 words)			
<b>OUTCOME</b> What is the expected result if you implement your idea or deliver your service? Who will it benefit? (200 words)			
<b>GOAL</b> Why do you think this idea will help? (250 words)			
<b>EXPERIENCE/LESSONS LEARNED</b> Have you, or anyone else, tried this approach before? What happened? (250 words)			
<b>SUPPORT</b> What do you need from APLJ to make your idea work? (300 words)			
<ul style="list-style-type: none"> <li><i>Funding: total amount (Budget template will be provided)</i></li> <li><i>Other forms of support (introductions to other stakeholders in the province; mentoring support on financial reporting; office space to hold meetings; etc).</i></li> </ul>			
<p><i>Please provide any additional supporting documentation that supports your application (registration documents; project overviews; financial reports or audits; previous project reports or impact assessments; testimonies/letters of recommendation from existing or previous partners/funders; videos, images or media stories that reference the work proposed; copies of certificates of qualification).<sup>1</sup></i></p>			

<sup>1</sup> **Documents** – all supporting documents to be converted to PDF files, clearly named and can be attached with your application. **Videos** – If the videos related to your work is a large file, you can send links to the video. If it is a short video and a small file, you can attach as an MP4 file with your application. **Photos** – Photos related to

<b>Additional questions for medium- and large-scale funds:</b>
1. How do you plan to work with other relevant stakeholders, such as police, courts, or other service providers? (250 words)
2. Have you thought about how to make your idea sustainable (not dependent on donor funding)? (200 words)

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your work should be pasted on a word document with captions for each picture, maximum of 6 photos is good. You can send as word or convert to PDF and attached with your application.