Grant Application Form

For the
Internet Café Support (ICS) Program:

Submit this Form to TRR before: <u>4pm Friday 18th of July 2014</u>

Section 1: CONTACT INFORMATION

1.1   Name of Business: _____

Address:	Village/Town	Island:	Province:
Main contact person:	Main phone number	Mobile number(s)	Email address
Back up contact person	Main phone number	Mobile number(s)	Email address

Section 2: ADDITIONAL BUSINESS INFORMATION

2.1   Please describe your business in its current form:

2.2   How long have you been the current owner? _____

2.3   Please attach the following background information to this application in the Annexes:

    2.3 a.   *Sketch of the existing store/business layout, showing the building(s), the directions of N/E/S/W, the direction of the nearest mobile tower, the nearest coastline, the location of nearby residences and the nearest road. Please also include a list and direction of what other villages your business already serves. (Annex 3)*

    2.3 b.   *If possible, include several photos inside and outside your place of business. (Annex 4)*

Section 3: COST SUMMARY   *(Please tick ✓ appropriate box where applicable)*

3.1   What is your total estimated cost to set up an Internet Café? _____ Vatu

      3.1 a.   *Please attach a detailed budget listing the equipment, works, training and other items you need (a form is attached in Annex 2).*

      3.1 b.   Of that amount, how much would you ask for in grant funding? _____ _____Vatu

      3.1 c.   How much would be provided by your business in cash?   _____ Vatu

      Note *that this can be in the form of a micro finance loan obtained by* <u>*your*</u> *business. No grant monies will be distributed until the GRC has proof of your loan application and its approval.*

      3.1 d.   If you plan to do this, or have done already, please provide detailed information such as where from, and their contact information:

(Note that businesses that ask for less than the maximum amount and will secure a substantial "match" themselves will be rated higher than other businesses, all else being equal.)

3.2   How will you pay for ongoing internet access?

3.3   Are there any other businesses in the area that offer a similar service?   ☐Yes ☐No

      3.3 a.   If yes, describe:

      3.3 b.   If yes, how will your offering be superior? Please describe in detail:

3.4   Please include a detailed business plan in Annex 5.

Section 4: COMMUNITY INTEREST   *(Please tick ✓ appropriate box where applicable)*

4.1   About how many people live in your community? _____

4.2   Does anyone in your community leave for seasonal agriculture work abroad? ☐Yes ☐No
      4.2 a.   If yes, how many leave each year? _____ and for how long? _____

      (Note that one major advantage to community access to the internet is the ability to easily communicate with these workers when they are abroad)

4.3   How will you get out the word to your community that you now offer access to the internet at your place of business? Please be specific:

4.4   Who from your community stands to benefit from having access to the internet at your place of business? Please provide contact information:

4.5   How will you assist community members in making local content which can then be uploaded and shared with the world? These can be things like photos, videos, music recording, living/talking dictionaries, etc…

4.6   Are there any outsiders who are part of your target market (for example, yachtsmen, cruise ship passengers and crew, missionaries, tourists, etc.?) ☐Yes ☐No

   4.6 a.   If yes, describe:

Section 5: BUILDING SECURITY   *(Please tick ✓ appropriate box where applicable)*

5.1   Are there security or other concerns with setting up an Internet Café at your place of business?
☐Yes ☐No
5.1 a.   If yes, how will you deal with this?

5.2   How will you store the equipment to make sure it is safe from the elements (rain, salt spray, humidity, heat, dust, etc…)?

5.3   Please make sure your detailed budget listing in Annex 2 includes all necessary security upgrades to your business.

Section 6: ACCESS TO COMMUNICATIONS *(Please tick ✓ appropriate box where applicable)*

6.1   Does your business have access to the Internet now? ☐Yes ☐No

   6.1 a.   If yes, how many days per month does this access work? _____ days per month

6.2   Does your business have good mobile coverage, such that you can get reception for voice calls inside the building? ☐Yes ☐No

   6.2 a.   If no, can you get mobile coverage when you are right outside the building? ☐Yes ☐No

   6.2 b.   If no, how far do you have to go to get good mobile (voice) reception? _____ Kilometers

6.3   Which mobile providers give you service in and near the school? ☐Digicel ☐ TVL ☐ Others (If other, please describe) _____   ☐None

6.4   Where is the nearest mobile tower? _____

      6.4 a.   Whose tower is it? ☐Digicel ☐ TVL ☐ Others (If other, please describe)_____

      6.4 b.   About how many kilometers away? _____

6.5   *Please attach a diagram to this application (Annex 6), showing how, under the Internet Café Support project, you plan to obtain good, reliable and high bandwidth Internet access.*

Section 7: LAND ISSUES *(Please tick ✓ appropriate box where applicable)*

7.1   Are there any land, labor, inter-village or other disputes going on that will or might affect this project? ☐Yes ☐No

      7.1 a.   If yes, describe:

7.2   Who owns or leases the land where your business (and any planned additions for the Internet Café program) is located?

7.3   What is the land title number?

7.4   Please separately attach to this application a copy of any proof you have of land ownership or proper leasing (Annex 7).

Section 8: SITE POWER *(Please tick ✓ appropriate box where applicable)*

8.1   How does your business get power now? ☐UNELCO ☐Generator ☐Solar
☐Others (If Others, Please describe) _____

8.2   ANSWER THE FIVE QUESTIONS BELOW ONLY IF YOU USE **A GENERATOR** AS YOUR MAIN SOURCE OF POWER

      8.2 a.   If you use a generator regularly, what size is it (in kVa output)? _____ kVa
      8.2 b.   How old is the generator, in years? _____years or _____running hours (if available)
      8.2 c.   How many hours a week do you use the generator? _____hours per week
      8.2 d.   How many times per month does your generator break down? _____
      8.2 e.   Who maintains the generator now? _____

8.3 ANSWER THE FOLLOWING QUESTIONS BELOW ONLY IF YOU USE **SOLAR POWER** AS A SOURCE OF POWER

    8.3 a. If you use solar power regularly, what is the wattage per solar panel? _____watts

    8.3 b. How many solar panels are installed and working? _____

    8.3 c. How many solar batteries are there? _____

    8.3 d. What is the nominal voltage and Ampere hour(Ah) rating per battery? _____volts_____Ah

    8.3 e. How many years old is the solar power system? _____ years

    8.3 f. How many hours a week do you use solar power? _____

    8.3 g. What percentage of time does the solar power not work properly? _____%

    8.3 h. What is the power rating of your inverter? Wattage_____

    8.3 i. Is it a "Pure Sign Wave" inverter (This is written on the side)? ☐Yes ☐No

8.4 If you do not meet the power requirements to run the equipment necessary for an Internet Café, please attach to this application (Annex 8) a detailed plan to provide enough power including a list of all necessary items you will purchase. This cost should be included in your detailed budget in Annex 2.

Section 9: HUMAN RESOURCE CAPACITY   *(Please tick ✓ appropriate box where applicable)*

9.1 How many staff are currently working at your business? _____

9.2 Do you currently have an ICT(Information & Communications Technology) focused employee or technician? ☐Yes ☐No

9.3 Do you currently have a maintenance agreement with a nearby ICT maintenance person or company? ☐Yes ☐No

    9.3 a. If yes, please provide contact details:

9.4 How will you train current and new staff members to provide help and support to the Internet Café's customers?

Section 10: MONITORING AND EVALUATION (M&E)   *(Please tick ✓ appropriate box where applicable)*

10.1 It is important to the Internet Café Support Program that the effort be monitored and evaluated. You are required to submit a quarterly report showing at least the following items (a detailed M&E form will be provided later):

- Number of people who use the computers to access the Internet and how often
- Number of people who use the WIFI to access the Internet and how often
- Community reaction to the new services you offer
- Success stories from community members utilizing the Internet
- Problems with the equipment and Internet connection and your steps to resolve them
- Ongoing problems with the equipment and Internet connection
- Lessons learned
- Etc.

10.2 Will you or a staff member be able to fill out such a report in a timely manner?   ☐Yes ☐No

10.3   Can you think of other evaluation measures that the program should use? Describe:

Section 11: OTHER INFORMATION

11.1   If you wish, you can provide additional information below to help us understand your proposal and attach it to this application. (Ensure to list the attachments (if any) in the space provided below)

Section 12: GETTING HELP IN FILLING OUT THIS APPLICATION FORM

12.1   To appropriately price and implement the Site Requirements (Annex 2), we encourage you to seek help from the following suppliers, contractors, people and organizations provided below:

Suppliers:
Here are some of the suppliers/institutions who may assist to meet your requirements. You may wish to contact anyone of your choice (in or not in this list).

Suppliers	Island	Location	Goods & Services	Contact
AUF*	Efate	Port Vila	Computers, Network equipment & design	24264 / 5977963
e-Tech	Efate	Port Vila	Computers, Network equipment & design	26933
CNS	Efate	Port Vila	Computers, Network equipment & design	27563
Computer World	Efate	Port Vila	Computers, Network equipment & design	22233 / 7722232
AHiTech	Efate	Port Vila	Computers, Network equipment & design	24521
Spim	Efate	Port Vila	Computers, Network equipment & design	24693
Energy4All	Efate	Port Vila	Power Solutions	25150
PCS	Efate	Port Vila	Power Solutions	5573813
Green Tech	Efate	Port Vila	Power Solutions	25142
Digicel Vanuatu Ltd	Efate	Port Vila	Computers, Network equipment & design	5556001
Telecom Vanuatu Ltd	Efate	Port Vila	Computers, Network equipment & design	22185
Telsat Broadband Ltd	Efate	Port Vila	Network equipment & design	23407

*AUF: Augence Universitaire de la Francophonie

Alma Wensi & Jeffrey Tila (UAP Project)
Email: almawensi@trr.vu   Phone: 27621 or 27487
             jeffreytila@trr.vu

12.2   Please list here the principal authors of this proposal, including any assistance you have received:

12.2 a.   Name: _____ Title: _____ Organization: _____

             Contact: _____

12.2 b.   Name: _____ Title: _____ Organization: _____

             Contact: _____

12.2 c.   Name: _____ Title: _____ Organization: _____

             Contact: _____

ANNEX 1: CHECKLIST *(Please tick ✓ box where each section is checked and completed)*

Section	Completed?
Section 1: CONTACT INFORMATION	Yes ☐
Section 2: ADDITIONAL BUSINESS INFORMATION	Yes ☐
Section 3: COST SUMMARY	Yes ☐
Section 4: COMMUNITY INTEREST	Yes ☐
Section 5: BUILDING SECURITY	Yes ☐
Section 6: ACCESS TO COMMUNICATIONS	Yes ☐
Section 7: LAND ISSUES	Yes ☐
Section 8: SITE POWER	Yes ☐
Section 9: HUMAN RESOURCE CAPACITY	Yes ☐
Section 10: MONITORING AND EVALUATION (M&E)	Yes ☐
Section 11: OTHER INFORMATION	Yes ☐
ANNEX 1: Checklist	Yes ☐
ANNEX 2: Requirements & Costs Analysis	Yes ☐
ANNEX 3: Sketch of the Business Layout (Floor plan) and Surrounding Area	Yes ☐
ANNEX 4: Photos of your business and surrounding area	Yes ☐
ANNEX 5: Detailed Sales Forecast (Business Plan)	Yes ☐
ANNEX 6: Diagram of Internet Connection	Yes ☐
ANNEX 7: Proof of Land Ownership	Yes ☐
ANNEX 8: Power Plan	Yes ☐

ANNEX 2: Requirements & Costs Analysis

TRR will not specify exactly what equipment you must purchase. However, there are certain requirements that the equipment must meet and certain desirable capabilities the equipment and system must have. These are listed below.

Requirements

The proposed Internet Café must have at least the following capabilities and meet these requirements:

- A lockable room which has secure screens to keep out insects and bars or security mesh to keep out thieves
- Have spare parts to equipment used in Internet Café
- Computers should be low power usage
- Computers must have covers when not in use and powered off
- Lockable cabinet, if laptops or tablets are used instead of desktops
- Photocopier/scanner/printer
- Headsets for each computer
- System to provide WiFi
- Anti-virus software on all computers
- High speed Internet access
- Power regulators and surge protectors for all equipment using power
- If batteries and solar are used, sufficient batteries to provide for long periods with no sunshine or a backup generator in good working condition
- 1+ Webcams
- Staffed with at least one knowledgeable employee at all hours open
- Fans for better room ventilation

Desirable Features

- Projector and Screen to show local video content to community
- Loud Speakers that can be used with a microphone
- Willingness to conduct public ICT trainings for community members, either free or at a low fee.

Optional Features

- Video camera and video editing equipment
- Webcam for each computer
- Photo cameras and photo editing software
- Outdoor screen and projector for showing videos and movies to the public for a fee
- Air-conditioning if you are on Unelco / Grid power

Describe and put in cost estimates for your plans for the Internet Cafe: (note that the items below are just **suggestions**, and you may not wish to or need to purchase all items, and you may add relevant other items, or use a separate sheet to attach details of your budget estimated cost).

A. ITEMS IN & FOR THE INTERNET CAFÉ PROGRAM PAID FOR BY THE GRANT	COMMENTS/DESCRIPTION	COST PER UNIT	# of UNITS	TOTAL COST IN VATU	SUPPLIER
WORKS + FURNITURE + SECURITY					
COMPUTER & OTHER EQUIP					
Desktops					
Laptop					
Webcam					
Printer/Scanner					
Outdoor screen and projector (optional)					
NETWORK EQUIPMENT					
Startup Internet Package					
Wireless Broadband Installation Fee					
Router					
Wireless Access Point					

SOFTWARE					
Anti-Virus					
POWER					
TRAINING, AWARENESS & RELATED					
Training					
Awareness raising					
Additional Staffing fees					
SHIPPING					
Shipping int'l					
Shipping & Trans Domestic					
SUB TOTAL ALL "A" ITEMS					

B. ITEMS IN & FOR THE INTERNET CAFÉ PAID FOR BY YOUR BUSINESS	COMMENTS	COST PER UNIT	# of UNITS	TOTAL COST IN VATU	SUPPLIER
SUBTOTAL ALL "B" ITEMS					
GRAND TOTAL A+B (Grand Total cost of entire project)					

ANNEX 3: Sketch of the Business Layout (Floor plan) and Surrounding Area

ANNEX 4: Photos of your business and surrounding area

ANNEX 5: Detailed Sales Forecast and Business Plan

For 1 year's span of time, show your ability to pay for ongoing Internet access, equipment service, maintenance, and equipment replacement by detailing how the Internet Café will add to your business. Please list the projected income generated and maintenance costs incurred, as well as internet service fees. The first three items are examples only meant to guide you in filling out this form, do not consider their numbers valid for your business plan. The format is an example, if you choose; attach a separate Sales Forecast using your own design. Using a tool like Excel can aid the generation of this Sales Forecast, if you wish, please include an Excel print out with this information instead.

Sales

Item and Description	Units	Selling Price Per Unit (VUV)	Budgeted Sales (VUV)
1 Hour Access to Internet	*1440*	*200 Vatu*	*288,000*
1 Month's access to internet unlimited	*60*	*2000*	*120,000*
Pages printed and/or copied for community members	*1200*	*30*	*36,000*
Totals:			

Costs

Item and Description	Units	Price Per Unit (VUV)	Projected Costs Total (VUV)
Monthly Internet Access fee	*12*	*15000*	*180000*
Replacement Computer	*1*	*55000*	*55000*
Printer Ink	*2*	*4800*	*9600*
Totals:			

ANNEX 6: Diagram Internet Connection

Please show how your business will get reliable, high bandwidth Internet Service under the Internet Café Support Program

ANNEX 7: Proof of Land Ownership

ANNEX 8: Power Plan

Please provide a detailed plan to provide power to your internet café.