### **PATA FOUNDATION**

**2017 GRANT APPLICATION**

**================================================================**

### **Organisation/Contact Information:**

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| --- | --- | --- | --- | --- | --- |
| Organisation’s legal name: | |  | | | |
| Person in charge name: | |  | | | |
| Title/Position: |  | | | | |
| Mailing address: |  | | | | |
|  |  | | | | |
| City: |  | | Country: |  | |
| Physical office address: | (If different from your mailing address, please use this space) | | | | |
| Phone: |  | | Fax (if any): | |  |
| E-mail: |  | | | | |
| Website (if any): |  | | | | |

1. **Organisational Background:**

|  |  |  |  |
| --- | --- | --- | --- |
| History: |  | | |
| Vision and Mission: |  | | |
| Experience in implementing projects: |  | | |
| Number of staff: |  | Number of volunteers (if any): |  |
| Annual Budget: |  | | |
| IRS tax ID number (if applicable) |  | | |
| Key existing organisational funders  (if more than 4 please use additional rows) | 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

### **Project Information:**

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| --- | --- | --- |
| Name of the project: |  | |
| Location (address, city, country): | |  |

3.1. Provide the project vision:

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3.2. List the desired outcomes of the project (please attach in separate pages or produce available documents)

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| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

3.3. What are the significance of and benefit to tourism and the local community from the project? (please add more pages, as needed)

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

3.4. Please explain how success will be measured (please add more pages, as needed)

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

3.5. How does the project align with the PATA Foundation mission statement and four main focus areas of Education, Cultural Heritage, Sustainable Tourism, and Environment: (please add more pages, as needed)

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1. **Budget:**

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| --- | --- | --- |
| Total Project Funding Required: | USD | |
| Amount Requested from PATA Foundation: | | USD |

**4.1 Matching Funds**/other expected sources of funding for the project, if PATA Foundation cannot meet your request:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Organisation name: | |  |
|  | Country: |  | |
| 2. | Organisation name: | |  |
|  | Country: |  | |
| 3. | Organisation name: | |  |
|  | Country: |  | |

4.2 How would PATA Foundation grant money be spent for the project? (please add more pages, as needed)

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4.3 Please identify the key staff responsible for the implementation of the project.

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4.4. Describe how you see the project being sustained past the PATA Foundation funding period

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**5.0 Working Plan and Timeline**: *Include here the specific activities the organisation will undertake in the project and the timeframe in which you will complete the activities* (please add more pages, as needed)

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| --- | --- |
| Estimated project completion time: |  |

|  |  |  |
| --- | --- | --- |
| **Activity** | | **Date** |
| 1 | Eg: Speak to local farmers |  |
| 2 | Eg: Develop a list of produce available throughout the year based on farmer feedback |  |
| 3 | Eg Present list to local hotels and restaurants to gather buy-in |  |
| 4 | Eg: Arrange a meeting between farmers and hoteliers |  |
| 5 | Eg: Hold meeting |  |

**6.0 Monitoring and Reporting**

Outline the monitoring and reporting schedule to be implemented for the project:

*Organisations are required to submit at least one mid-point and one end of project report as agreed by the PATA Foundation.*

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**7.0 Recognition offered to PATA Foundation:** *The organisation is asked to work with the PATA Foundation to develop a communications plan to promote the project. The communications plan is to include digital means including but not limited to social media.*

*Organisations are advised that project aims, may be shared by the PATA Foundation with PATA members and associates to improve awareness of recipient achievements and increase potential opportunities for future recipients.*

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#### 8.0 Reference Information: (please add more pages, as needed)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. PATA Chapter:**  (local Chapter) | | | |  | | | |
| Contact Person: | | |  | | | | |
| Organisation: | | |  | | | | |
| Title: |  | | | | | | |
| Address: | |  | | | | | |
|  | |  | | | | | |
| City: |  | | | | Country: | |  |
| Phone: |  | | | | Fax: |  | |
| E-mail: |  | | | | | | |

**Second Reference**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | |  | | | | | |
| Organisation: | | | |  | | | |
| Title: |  | | | | | | |
| Address: | | |  | | | | |
|  | | |  | | | | |
| City: |  | | | | Country: | |  |
| Phone: |  | | | | Fax: |  | |
| E-mail: |  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the project available for inspection? | |  | | --- | |  |   Yes | |  | | --- | |  |   No |

***Please do not hesitate to attach as much description or detail, or as many pictures, videos or letters of support, etc. to this application as you deem appropriate for consideration.***

***Send all enquiries and submissions to:*** [foundation@PATA.org](mailto:foundation@PATA.org)

**Application deadline:**

All applications and supporting documents/materials must reach PATA by **August 10, 2016**

The result will be announced in January 2017.