

**ROTARY AUSTRALIA
WORLD COMMUNITY SERVICE LIMITED**

ABN 37 739 341 003

“BUILDERS OF INTERNATIONAL GOODWILL”

**PROJECT
APPLICATION
FORM**

FOR PROJECTS TO BE CARRIED OUT BY

PROJECT VOLUNTEERS	(F.A.I.M.)
PROJECT FUNDING	(I.P.A.C.)
DONATIONS IN KIND	(D.I.K.)
ROTARIANS AGAINST MALARIA	(R.A.M.)
SAVE WATER SAVE LIVES	(S.W.S.L.)

**TO BE READ IN CONJUNCTION WITH THE CURRENT
ROTARY AUSTRALIA WORLD COMMUNITY SERVICE Ltd. HANDBOOK**

(REVISED JUNE 2000)
WHAT IS R.A.W.C.S. Ltd.

R.A.W.C.S. Ltd. is an Australian Rotary inspired World Community Service Activity with the following objectives:

- * To promote educational and cultural facilities for under privileged peoples.
- * To encourage and foster the advancement of international understanding, goodwill and peace.
- * To endeavour by every means to break down prejudices and misunderstandings now existing or growing among nations.
- * To encourage fraternalism with people of other colour or race, thus providing for better understanding and tolerance.
- * To render practical world community service per medium of volunteer work and / or training teams engaged in selected worthwhile projects.
- * To satisfy the desire of service minded individuals seeking avenues for involvement in practical world community service activities.

Applications for assistance

Applications can be made by missions, village groups, Government Bodies, Local Government Councils, etc. and should be forwarded to the President of the nearest Rotary Club or to the R.A.W.C.S. Ltd. representative as listed in Section 4.

Responsibility of Initiating Organisation

Organisations requiring assistance have the following responsibilities:

1. To provide adequate accommodation and food for the Volunteer Training Teams to an acceptable standard.
2. To provide an estimate of the number and size of teams they believe will be required to carry out the project.
3. To provide materials for the work to be done and / or ensure adequate finance is available for these.
4. To advise of the date the project facilities will be available.
5. To obtain a clearance of the work to be undertaken with the Provincial Premier / Commissioner, or any other relevant authority.

NOTE: The completed Project Application Form must be forwarded to:

**NATIONAL PROJECT VOLUNTEER CO-ORDINATOR
Marcel Boersma
7 Gallagher Place
Orange
NSW 2800
AUSTRALIA**

**Telephone. 61 2 6361 4594 (h)
Fax. 61 2 6362 8399
E-Mail boersma@cww.octec.org.au**

**PROJECTS WILL NOT BE COMMENCED UNTIL THE COMPLETED
PROJECT APPLICATION FORM HAS BEEN RECEIVED.
PROJECT APPLICATION FORM
(please type or print clearly)**

SECTION 1: GENERAL

(for completion by Organisation requesting assistance)

- 1.1 NAME OF ORGANISATION
- 1.2 CONTACT PERSON.....
ADDRESS
- TITLE / POSITION
- TELEPHONE (P)..... (B)..... FAX
- EMAIL
- 1.3 PROJECT LOCATION
- 1.4 ESTIMATED DATE OF COMMENCEMENT
- 1.5 URGENCY OF PROJECT
- 1.6 METHOD OF ARRANGEMENT OF TRANSPORT OF VOLUNTEERS TO THE PROJECT SITE
.....
- 1.7 ARE POWER AND POWER TOOLS AVAILABLE ON SITE, IF NOT, CAN TEMPORARY
ARRANGEMENTS BE MADE?

1.8 WHAT IS THE LOCAL AVAILABILITY (OR LOAN) OF LARGE TOOLS; i.e.:
WHEELBARROWS, CONCRETE MIXERS, SHOVELS, PLANKS ETC.
.....

1.9 ARE THERE ANY COVERED / SECURE AREAS AVAILABLE FOR JOINERY, PAINTING,
STORAGE ETC? (describe)
.....
.....

1.10 WHO WILL ENSURE COMPLIANCE WITH LOCAL REGULATIONS, EITHER DURING
CONSTRUCTION, QUALIFICATIONS ETC?
.....
.....

1.11 IS CONTINUED MANAGEMENT, OPERATION AND MAINTENANCE ASSURED, IF SO, BY WHOM?
.....

SECTION 2

PROJECT DETAILS

(for completion by Organisation requesting assistance)

2.1 GIVE A FULL DESCRIPTION OF PROPOSED PROJECT INCLUDING SKETCH PLANS AND DETAILS OF MATERIALS TO BE USED (eg: timber or concrete floor, corrugated iron or steel decking roof, weatherboards to external walls, plywood to internal walls etc).

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2.2 IS ACCESS TO SITE DIFFICULT? (give details).....

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2.3 WILL THE SITE BE PREPARED PRIOR TO THE R.A.W.C.S. Ltd. VOLUNTEER TRAINING TEAMS ARRIVAL, AND TO WHAT EXTENT?

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SECTION 3

(for completion by Organisation requesting assistance)

R.A.W.C.S Ltd. VOLUNTEER TRAINING TEAMS (F.A.I.M./S.W.S.L./ R.A.M.)

- 3.1 MAXIMUM NUMBER PER PARTY (are there any limiting factors?)
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- 3.2 ESTIMATED NUMBER OF TEAMS FOR COMPLETION
- 3.3 WHAT SPECIALIST TRADES PEOPLE ARE REQUIRED?
.....
- 3.4 WHAT ACCOMMODATION FACILITIES ARE AVAILABLE?
.....
- 3.5 WHAT IS THE DISTANCE BETWEEN THE ACCOMMODATION AND PROPOSED PROJECT SITE?
.....
- 3.6 WHO WILL PROVIDE THE FOOD AND BE RESPONSIBLE FOR COOKING?
.....
.....
- 3.7 WHAT IS THE RECOMMENDED CLOTHING FOR VOLUNTEERS?
.....
.....
- 3.8 WHAT MEDICAL PRECAUTIONS SHOULD BE TAKEN BY THE VOLUNTEERS eg: ANTI MALARIAL TABLETS, OTHER, ETC?
.....
- 3.9 WHAT FIRST AID AND MEDICAL BACK UP FACILITIES ARE AVAILABLE?
.....
- 3.10 WHAT OPPORTUNITY WILL THE R.A.W.C.S. Ltd. VOLUNTEERS HAVE TO LEARN OF THE LOCAL PEOPLE AND CUSTOMS. (DOES THE PROJECT PROVIDE AMPLE OPPORTUNITY TO ACHIEVE R.A.W.C.S. Ltd. PRIMARY OBJECTIVE OF IMPROVING UNDERSTANDING?).
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SECTION 4

PROJECT APPROVALS

4.1 (for completion by the nearest Rotary Club)

The Rotary Club ofDistrict advises its awareness of the request for assistance for the project detailed above. We have made enquiries in relation to the purpose, need and ongoing support for the project and fully support the application.

SIGNED **DATE**/...../.....

OFFICE IN CLUB

4.2 (for completion by the relevant Government Department)

The above project is supported by the Department of
This Department confirms that the project will fulfil the needs in the particular area and that upon its completion, it will be a viable entity and receive our support.

SIGNED **POSITION**

NAME **DEPARTMENT**

ADDRESS

TELEPHONE **FAX** **DATE**/...../.....

**THE PROJECT APPLICATION FORM MUST BE FORWARDED TO THE
R.A.W.C.S. Ltd. REPRESENTATIVE LISTED BELOW FOR ENDORSEMENT.
(only applicable for projects in PNG. and the Solomons)**

4.3 (for completion by the R.A.W.C.S. Ltd. Representative PNG)

This Project Application Form application has been completed by the relevant people as indicated
I confirm my awareness and support the above project.

SIGNED **POSITION:** R.A.W.C.S. Ltd REPRESENTATIVE

NAME: Ron Seddon **DISTRICT:** 9600

ADDRESS : P.O. Box 4126
BOROKO N.C.D.
PAPUA NEW GUINEA

TELEPHONE: 675 302 6801 **(Fax)** 675 325 1046 **Mobile** 6861955

**WHEN COMPLETED, R.A.W.C.S. Ltd. REPRESENTATIVE IN PAPUA NEW GUINEA TO FORWARD THE
COMPLETED PROJECT APPLICATION FORM TO:**

**NATIONAL PROJECT VOLUNTEER CO-ORDINATOR
Marcel Boersma
7 Gallagher Place
Orange
NSW 2800
AUSTRALIA**

Telephone. 61 2 6361 4594 (h)
Fax. 61 2 6362 8399
E-Mail boersma@cww.octec.org.au

NATIONAL PROJECT CO-ORDINATORS
SURVEY REPORT

Report by the investigation team as to the involvement of R.A.W.C.S. Ltd.

COMMENTS

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(please attach any further relevant information)

SIGNEDPOSITION

DATEAPPROVED / NOT APPROVED

SITE INSPECTED BYDATE

NOTES:

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