

Rural PNG Value-Adding Small Grants

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Welcome to Rural PNG Value-Adding Small Grants

Glossary

1. **Agency:** Refers to an outstanding individual who belongs to an organization that promotes peace building
2. **Applicant name or project lead name:** Refers to person in charge of the organization or the main contact point
3. **Applicant address:** The full physical address of the location or site with reliable phone number and email address
4. **Applicant Nominated Account:** Account details of a group account that must be active and supported with letter signed by executives
5. **Banking:** Must have a current group operating account and not personal or SME account. Option of nominated Third party group account must be verified with a letter of approval
6. **Project budget:** Clearly indicate full budget including others such as co-fund in donation or if any carry-over. Budget for use of K5000 must be well captured.
7. **Project duration:** Starts at the date when funds remittance advice is provided by APNGWLN. And its for 6 months only with 3 months report and last 6th monthly reporting
8. **Project location:** Current location by province, district, ward and village
9. **Project name:** Name of the actual project. Must be clear and specific
1. **Social issue:** a condition or behavior that negatively impacts a significant number of people, stemming from social factors and requiring collective action to solve
1. **Social capital:** Not about business, it refers to the networks relationships, trust and Norms as resources (capital) that enable people to work together and achieve common goals.
1. **Peace building:** Process of working with two or more conflicting parties to resolve differences peacefully.
1. **Sustainability:** Focuses on creating resilient communities by balancing human needs with environmental limits, Or humans have what they need for now and in the future

Data Privacy and Security Disclaimer

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Data Protection & Privacy Commitment: Advancing PNG Women Leaders Network Inc. (APNGWLN) is committed to protecting the privacy, dignity, and security of our members and partners.

Use of Information: The information provided will be used exclusively for the purposes of the **Rural PNG Value-Adding Small Grants**. We implement strict technical and administrative security measures to prevent unauthorized access, loss, or misuse of your data.

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Confidentiality: APNGWLN will not sell, trade, or share your sensitive information with third parties without your explicit written consent, except where required by law or for verified auditing purposes by our funding partners (e.g., Old Dart Foundation). By submitting this information, you acknowledge that you trust APNGWLN to steward your data responsibly in the spirit of **"Your Dream is My Dream."**

I understand and agree *

Yes

No

Identification

* indicates a required field

Applicant Organisation

Please ensure the information given is accurate

Applicant Organisation *

Organisation Name

Name of Organisation or Group

Applicant/Project Lead *

Title

First Name

Last Name

Applicant Primary Email *

Applicant Mobile Phone Number *

Whatsapp Number preferred

Applicant Address *

Address

You must be located where the project will be implemented

Province *

District *

LLG *

Ward *

Secondary Contact

Title

First Name

Last Name

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Form Preview

Name of Secondary Contact should Primary Contact not be available

Phone Number

Whatsapp Number preferred

Email

Organisation

Please provide a brief overview of your organization *

Word count:

Your primary programs or activities, your mission. Maximum of 300 words

Organisation Registration

Is your organisation with current IPA registered? *

Yes No

If your organisation IPA has expired, please select No

Organisation Documents (IPA Registered)

Your organisation is a formally registered organisation with IPA -please attach the up-to-date IPA documents (Certificate and IPA Long Form) plus IRC TIN.

IPA Registration Expiry Date *

Must be a date and no earlier than 31/12/2025.

Located at the bottom of the IPA certificate (It must be a current Registered Entity)

IPA Certificate *

Attach a file:

IPA Long Form *

Attach a file:

IRC TIN *

Attach a file:

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Director's CV *

Attach a file:

Organisation Documents (Not IPA Registered)

If your organisation (group) is not a formally registered group with IPA or have expired - you will provide 3 Reference Letters (The Reference Letters must be from less than 6 months)

Reference Letter 1 (Faith) *

Attach a file:

Reference Letter 2 (Work) *

Attach a file:

Reference Letter 3 (Education) *

Attach a file:

IPA Certificate (expired or not current)

Attach a file:

If you have an IPA Certificate or similar but is not current

About Your Project

* indicates a required field

Project

Project Title *

What is/are the goal(s) and objective(s) of your project? *

Word count:

Must be no more than 100 words.

Describe three things you want the project to achieve

What are the primary areas of focus for this project/program?

RPVASG Proposal Round 2 2026

Form Preview

What is the core problem you are solving and how does this project solve it? *

Word count:

Must be no more than 300 words.

Describe the challenge for your project and how these funds will help achieve

Who will benefit from this funding? *

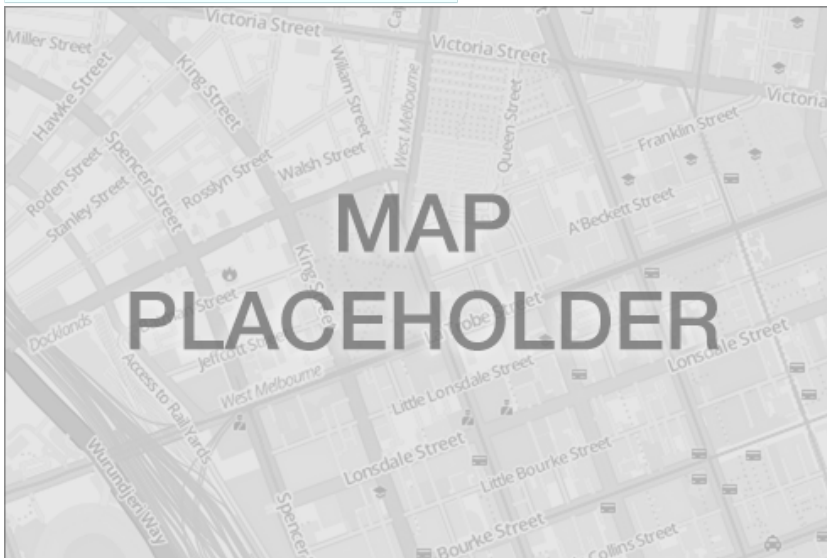
Word count:

Must be no more than 300 words.

Describe who this project will help

Where will your project take place? *

Address



Address Line 1, Suburb/Town, and State/Province are required. Country must be Papua New Guinea
If it is different from the organisation location

What social issue or challenges are you addressing through this project? *

Word count:

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Form Preview

Must be no more than 400 words.

How will this additional funds achieve greater impact to what you are already doing?

How does your proposal relate to building social capital and/or strengthening peacebuilding in your community? *

Word count:

Must be no more than 400 words.

How does this project bring different community groups together to work toward a common goal and promote peace and unity?

Why are you the right people to do this work? *

Describe the strength and capacity of your team and or similar successful projects you have achieved

Tell us about the sustainability of your work *

Word count:

Must be no more than 300 words.

How will this project continue to help the community after this grant money has been used?

6 Month Activities

The duration of the project is 6 months. Project starting date is at the date when funds remittance advice is provided by APNGWLN. Reports for the project will be at the 3rd month and end of project (6th month)

Activities

Each row is for each month activity (6-month duration). List the activities for each month (per row)

Project Budget (Expenditure)

Your Budget total must equal K5,000. Please outline your project expenses - these must match your quotations.

Expenditure description	Expenditure amount (budgeted)	Notes
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Specific Items for your Project	Enter amount for the Item	Justify items for Expenditure

Total Project Cost

Your Budget must equal K5,000. This is the sum of your expenditure items

Total Project Cost

This number/amount is calculated.
Total Cost of Project (Max. K5,000)

Describe any additional funding or support (in-kind) you may receive for this project

Banking Details

Funds will only be through a verified organisation account. Should your organisation not have an organisation account, it must use a 3rd Party Verified organisation account. Transactions are only with the listed banks

Bank Name

Banking Details *

Account Name

Account Number

Must be an active bank account and must be an organisation account

Header of Bank Statement *

Attach a file:

The header of Bank Statement must show Organisation Name, Bank and Account Details

Other Supporting Documents

* indicates a required field

Invoices

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Invoices *

Attach a file:

Invoices must match Budget and Activities

Pictures of Items for Purchase

Attach a file:

You can share pictures of items you want to purchase or included in budget

ID Cards

ID Cards *

Attach a file:

It can be any valid ID Card (Passport, Drivers Licence, NID, Work ID, Membership ID)

Additional Documents

Additional Documents

Attach a file:

Any other documents to strengthen or verify your project, organisation

Hardcopy Application

Attach a file:

If you have filled in a hardcopy application, you can upload here also

Picture of Project Area

Attach a file:

Upload a picture of the Project Area

DECLARATION, CONSENT & SIGNATURE

* indicates a required field

Consent and Sign

Certification: I/We certify that the information provided in this proposal is true and correct to the best of my knowledge. I understand that any false information may lead to the disqualification of this application.

Consent for Data & Information: By signing below, I/we provide free and informed consent for **Advancing PNG Women Leaders Network Inc.** to:

- Collect and store the personal and organizational data provided in this form.

RPVASG Proposal Round 2 2026

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- Use this information for the purposes of assessing, monitoring, and evaluating the **Rural PNG Value Adding Small Grant**.
- Share non-sensitive project summaries and success stories with partners (such as the Old Dart Foundation) to showcase the impact of our community work.

Sign

Applicant Admin Contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date *

Must be a date.

Signature *

Attach a file:

Take a photo of your signature and upload here

Thank you for taking the time to complete the application. We wish you all the best!