

Personal Information – Primary Applicant

Name:	
Gender:	
Date of Birth:	
CID Number:	
Permanent Address:	
Present Address:	
Contact No:	
Email:	

Personal Information – Proxy (if application is completed by another person other than the primary applicant, that person should put their details here)

Name:	
Gender:	
Date of Birth:	
CID Number:	
Permanent Address:	
Present Address:	
Contact No:	
Email:	

Background

In this section, provide some background information regarding your experience – personal, educational, economic, etc. Explain some of the difficulties that you have experienced as a person with a disability in Bhutan. You can expand this section as necessary. Expected word length: 500 words.

Proposed Use of Fund & Timeline

In this section, please explain your proposal in terms of how you will use the grant fund. Provide details regarding proposed activities, including a business plan where appropriate. It is important to include a proposed timeline, as well as to be very clear what your outcomes will be with this fund. You can expand this section as necessary. Expected word length: 500-1000 words.

Proposal:

Timeline:

<i>Tentative Date</i>	<i>Duration (in weeks)</i>	<i>Activity</i>

Justification for the Use of Grant Funds

In this section, please justify why your proposed activities should be funded. Explain how a grant will help you achieve your personal and professional goals. You can expand this section as necessary. Expected word length: 500-1000 words.

Budget

In this section, please provide detail as to your proposed budget and how the funds will be used. Only applications that are able to go into detail will be approved. Your budget proposal needs not only the figures, but also justification.

Amount of Grant Fund requested:	
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<i>Activity / Particulars</i>	<i>Unit</i>	<i>Estimated Quantity</i>	<i>Estimated Rate</i>	<i>Amount (In Nu.)</i>	<i>Tentative Source</i>
Total					

Indicators for Success

In this section, please give at least 3 indicators to which you will evaluate yourself as having made successful use of these grant funds. For example, a training certificate obtained or a job position maintained because of additional transportation funds. These indicators should be as concrete as possible. You may wish for an indicator to be around, for example, increased self-esteem or self-advocacy. These are okay, but abstract. They need some definition so that you and the project team can evaluate whether or not it has been achieved. For example, an indicator for 'increased self-advocacy' could be a certain number of jobs applied for.

Give Options / Examples / format to fill in

	Training Certificate		
	Secured a Job		
	Purchased Assistive Device		

Acceptance of Terms and Conditions of the Grant

Terms and Conditions

1. Only successful candidates will be contacted and notified.
2. RTC reserves the right to accept or reject proposals without having to provide explanation for such decision.
3. In case your proposal is approved, the said grant amount shall be deposited directly into your bank account or into the bank account of your authorised guardian/proxy.
4. Bank account details:

Account (please tick one)	Self	<input type="checkbox"/>	Proxy	<input type="checkbox"/>
Account Holder Name:				
Account Number:				
Bank:				
Branch:				

5. The grant amount shall be used for the approved purpose only. Any change in the proposal shall need prior authorisations from the committee/Coordinators which shall be duly communicated to the RTC Finance Office.
6. In most cases, 100% of the grant amount shall be released in advance. However, depending on the strength of your proposal, grant amount may also be released in instalments.
7. To the extent possible, all receipts in support of the entire expenditure must be maintained. However, for any payments above Nu.2,000/-, it will be mandatory to submit a proper receipt will need to be submitted along with the Utilisation statement.
8. Grant Utilisation Report / Statement will need to be submitted within 1 month of the approved timeline.
9. By accepting the grant money, and the terms and conditions of the grant, the candidate also accepts to participate in related research on grant use and experience by researchers at RTC and other international partners. The candidate will be given a project information sheet and consent form to sign in addition to these terms and conditions.

I _____ hereby confirm that my proposal submitted and details furnished above are true and accurate to the best of my knowledge. I further confirm the acceptance of the terms and conditions of the grant as outlined above. In case of any misuse of the funds or for any falsification of the above information or otherwise, I understand that I shall be liable to refund the grant amount and bear any legal/administrative costs for the same.

Signature:

Date: