

TANZANIA EDUCATION AUTHORITY



APPLICATION FORM FOR SUPPORT FROM EDUCATION FUND

GENERAL INSTRUCTIONS

Please read the following instructions carefully before completing this form.

- 1) This application form is obtained for free.
- 2) For application to be considered in the ensuing financial year, it must be submitted to Tanzania Education Authority between 1st August and the last day of February of preceding year. Our financial year runs from 1st July to 30th June.
- 3) The application must be submitted together with a proof of payment of non refundable processing fees charged for each project as shown below :-

Grant

| S.No | Amount per project | Fee |
|------|--|-----------------|
| 1. | Up to TShs. 80,000,000= | TShs. 25,000.00 |
| 2. | Between TShs. 80,000,000 and TShs. 400,000,000 | TShs. 50,000.00 |
| 3. | Above TSh.s 400,000,000= | TShs. 95,000.00 |

Loan

| | | |
|----|--|------------------|
| 1. | Up to TShs. 100,000,000= | TShs. 60,000.00 |
| 2. | Between TShs. 100,000,000= and TShs. 1,500,000,000 | TShs. 75,000.00 |
| 3. | Above TShs. 1,500,000,000= | TShs. 150,000.00 |

Payment can either be made direct to any CRDB Bank Branch, account No 01J1027639900 in the name of "Mfuko wa Elimu", and submit the original Bank deposit slip together with this application to the Director General, Tanzania Education Authority, Millennium Towers building, Kijitonyama, P. O. Box 34578 Dar es Salaam, or pay direct at our officers. In all cases an official receipt will be issued.

- 4) The areas qualifying for support are indicated in the Appendix. Please read the instructions carefully and choose the area for support needed accordingly.
- 5) Parts A, C and D must be completed by all applicants. Details on specific project(s) of support are indicated on part B. Please complete only the project(s) applicable to your request.
- 6) The application form can be downloaded from our website www.tea.or.tz
- 7) The Authority is not obliged to consider the application submitted. All applications will be considered according to the applicable procedures and criteria and availability of funds.

PART A

1.0 Institution's/School's Particulars

1.1 Name of institution/school.....

Year established:

Registration number: Year registered:.....

Accreditation status:Year:

1.2 Postal Address:

Tel:Fax:

E-mail:

Website:

1.3 Name of institution's contact person:

Title

Address.....

Tel No:Fax:

Mobile:E-mail:

1.4 Physical Location:

Street: Ward:

District: Region:

Zone: (*Applicable for primary and secondary schools*)

1.5 Type of ownership:

...Government owned...Private owned

1.6 Name of owner(s) of school/institution.....

1.7 Students enrolment to-date:

| | Number | % |
|--------|--------|---|
| Male | | |
| Female | | |
| Total | | |

PART B

Project Details

Project I - Text and Reference Books

1. Outline objectives of the support needed:

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2. Books requirements

(Attach list of books required per subject using this format)

| S/N | Title | Author | Available | Needed | Book-student ratio | | Unit cost | Total cost |
|-----|-------|--------|-----------|--------|--------------------|----------|-----------|------------|
| | | | | | Current | Expected | | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |

3. Does the school/institute have a library or appropriate room for books storage? YES No

Project Details:

Project II - Laboratory Apparatus/Teaching Equipment/Aids

4. Outline objectives of the support needed:

.....

5. Requirements

(Attach list of items required per category using this format)

| S/N | Item | Model/Type | Available Number | Requested | Unit cost | Total Cost |
|-----|------|------------|------------------|-----------|-----------|------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |

Availability of laboratory/ workshop or appropriate room for equipment storage YES No

Project Details:

Project III - Workshop Equipment

6. Outline objectives of the support needed:

.....

7. Requirements

(Attach list of items required per category using this format)

| S/N | Item | Model/Type | Available Number | Requested | Unit cost | Total Cost |
|-----|------|------------|------------------|-----------|-----------|------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |

8. Availability of laboratory/ workshop or appropriate place for equipment storage YES No

Project Details:

Project IV - Information Communication Technology (ICT) facilities

9. Outline objectives of the support needed:

.....

10. Availability of appropriate computer laboratory/room with the following: *(please tick)*

- a) Furniture
- b) Power
- c) Air conditioner/ ceiling fan
- d) Safety Grills

11. Availability of ICT Expert/personnel/trainer YES *(if yes attach CV)*
 NO

12. Description of the project and budget

(Attach list of items required using this format eg computer hardware, LAN/WAN, or connectivity, specialised software)

| S/N | Item | Basic Specification | Available Number | Current ratio | Requested | Unit cost | Total Cost |
|-----|------|---------------------|------------------|---------------|-----------|-----------|------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |

Project Details:

Project V - Curricula Review and Development

13. Outline objectives of the support needed:

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14. Availability of Tracer-study report which established clear market situational analysis

- YES *(if yes attach copy)*
- NO

15. Availability of Approval by Regulatory Body NACTE or TCU

- YES (if yes attach copy)
- NO

16. Description of the project and budget

(Attach list of items required)

| S/ No | Curricula type /Level/Programme | Amount |
|-------|---------------------------------|--------|
| | | |
| | | |
| | | |

Project Details:

Project VI - Human Resources Development on specialised skills

17. Outline objectives of the support needed:

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18. Availability of report on competence available and deficiency in relation to the job demand/ labour market

- YES (if yes attach copy)
- NO

19. Availability of detailed institutional training programme and budget

- YES (if yes attach copy)
- NO

Project Details:

Project VII - Pre-Entry Science Programmes for female Students and Special Programmes

20. Outline objectives of the support needed:

.....

21. Availability of institutional policy in relation to programme.

- YES (if yes attach copy)
- NO

22. Availability of needs assessment report regarding the problem

- YES (if yes attach the copy)
- NO

23. Availability of detailed activity plan and budget

- YES (if yes attach copy)
- NO

Project Details:

Project VIII - Loan for Construction / expansion/ rehabilitation of buildings

24. Outline objectives of the support needed:

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25. Availability of Loan Guarantee/ Collaterals, but not school/institution premises)

YES (*if yes attach copy*)
 NO

26. Availability of land ownership (title deed/letter of offer)

YES (*if yes attach the copy*)
 NO

27. Availability of Consultants report including Bills of Quantities (BoQ) and technical drawings

YES (*if yes attach the copy*)
 NO

28. Availability of audited accounts for the past three years

YES (*if yes attach copy*)
 NO

29. Cash flow projection indicating repayment schedules (provide on a separate paper)

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PART C:

1. Expected results in the improvement of quality, equity and access to education.

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PART D

Project(s) Financial Requirements

(This is a summary of financial requirement for specific project from Part B)

| S/N | Project | Financial Requirements in Tshs/US\$ | | | Total |
|-----|---------|-------------------------------------|----------------------------|-------------------------|-------|
| | | Requested Amount (Shs/U\$) | Own Contribution (Shs/U\$) | Other sources (if any)* | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

* State other sources if available

39. Certification by the Management of the institution/school

I hereby certify that all information provided in this form is correct and true to the best of my knowledge and belief. I have / have not applied for financial support for a similar project.

I pledge to abide by the rules and regulations governing the finances disbursed towards the improvement of quality/access/equity of education in my institution/school as shall be given to me by Tanzania Education Authority.

40. Application procedures

- (i) Application forms for pre-primary, primary and secondary schools must be signed by the Head of school or Chairman of the Board of the school and be verified and endorsed by the District Executive Director on the Tanzania mainland. The form should be forwarded to the Director General, Tanzania Education Authority, P.O. Box 34578, Dar es Salaam.
- (ii) Applications from Universities and Technical Colleges shall be forwarded directly to the Director General, Tanzania Education Authority, P. O. Box 34578, Dar es salaam and copies of which shall be forwarded to the Tanzania Commission for Universities (TCU) and the National Council for Technical Education (NACTE), respectively. For Zanzibar, a copy should be forwarded to the Higher Education Fund Board.

.....
Name of applicant

.....
Designation

.....
Official Stamp and Date

Please choose among the available support areas by ranking the areas that need support starting with number 1 for the higher priority area. Table 1 should be filled for grant applicant, Table 2 for loan and Table 3 for Programs)

Table 1

Areas qualifying for Grant Support

| Areas of Support | Universities/ Technical institutions | Teachers Colleges/ Secondary Schools | Pre-and primary Schools | Education Regulatory bodies |
|---|--|---|-------------------------------|-----------------------------------|
| 1. Teaching and learning materials | | | | |
| • Books and other teaching and learning materials | ✓ | ✓ | ✓ | |
| • Laboratory/workshop equipment | ✓ | ✓ | | |
| • Classroom, lecture room & dormitory fixtures and fittings | ✓ | ✓ | ✓ | |
| 2. Training of academic staff in specialized skills | ✓ | ✓ | ✓ | |
| 3. Curriculum Development | | | | |
| • Review of existing curricula | ✓ | ✓ | | |
| • Development of new curricula | ✓ | ✓ | | |
| 4. Information Communication Technology | | | | |
| • Staff training on ICT | ✓ | ✓ | ✓ | |
| • ICT infrastructure and facilities | ✓ | ✓ | ✓ | |
| 5. Quality Assurance and Management | | | | ✓ |

✓ Please choose only areas of support falling under your level of education.

■ Not applicable

Table 2

Areas qualifying for Loan Support

| Areas of Support | Universities/ Technical institutions | For Non-Government Institutions/Schools | | |
|---|--|---|----------------------|----------------------------|
| | | Teachers College | Secondary Schools | Pre and Primary Schools |
| 1. Expansion and Remodeling of buildings | | | | |
| • Lecture rooms/ classrooms | ✓ | ✓ | ✓ | ✓ |
| • Library | ✓ | ✓ | ✓ | |
| • Laboratories/workshops | ✓ | ✓ | ✓ | |
| • Hostels for female students | ✓ | ✓ | ✓ | |
| • ICT infrastructure | ✓ | ✓ | ✓ | |
| 2. Construction of new buildings | | | | |
| • Lecture rooms/ classrooms | ✓ | ✓ | ✓ | |
| • Library | ✓ | ✓ | ✓ | |
| • Laboratories/workshops | ✓ | ✓ | ✓ | |
| • ICT infrastructure | ✓ | ✓ | ✓ | |

Table 3

Programs Areas of Support

| Areas of Support | Universities/ Technical institutions | Government/Non Government Institutions/Schools | | |
|---|--|---|----------------------|------------------------|
| | | Teachers College | Secondary Schools | Pre-primary Schools |
| Pre-entry female science programmes | ✓ | | | |
| Train of Trainers for female science teachers (TOT) | | ✓ | ✓ | |
| Science Education for Secondary Schools (SESS) | | | ✓ | |
| Development of Gender Sensitive teaching/learning materials | | ✓ | ✓ | ✓ |
| Hostels and facilities for girls students | | | ✓ | |