



### Human Resource and Equipment Request

Please fill in *all* blanks

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Timeframe of project: \_\_\_\_\_  
Start date End date

#### Section 1: Personal and Organizational Information

Project Leader Name	
Organization Name	
Phone	
Email	
Website	
Registered Location: Address/City and/or District	
State/Province Country	
EIN or Registration Number	

#### B. Organization's Mandate or Purposes: (tick which area you work in)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Community Development             | <input type="checkbox"/> Education   |
| <input type="checkbox"/> Health                            | <input type="checkbox"/> Youth       |
| <input type="checkbox"/> Marginalized and Disabled Persons | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Economic Development              | <input type="checkbox"/> Other       |

#### C. Briefly tell us why you need experts and/or equipment from the Fund to carry out your project objectives:



**Section 2: Project Information**

A. Have you worked with the HELP Fund or HEALTH Inc in the past?

If so – list the year and title of the project

Yes  No

**B. Tell us a little about your project:**

Name and location of Project	Goals (please list 1., 2., 3.)	Outcomes

Number of beneficiaries/ participants \_\_\_\_\_

Who is providing your funding? \_\_\_\_\_

**Section 3: HR / Equipment Request**

A. Describe the nature of your Human Resource Request from HF-HI (Include *what* and *why*; no more than 100 words)

For example: We are operating a village greenhouse project. We request donation of 16 varieties of OP seeds from the HI Seed Library. This is to help us diversify our crop varieties with seeds not available from Deptt. Of Agriculture.

**B. Can you provide the following for our Members or Volunteers:**

- Transport to/from your village
- Housing in village
- Food while in village
- Translation

Please note all our members and volunteers travel by local bus, eat vegetarian local food and will share one room while in the village.

**C. If you are borrowing equipment:**

Start date equipment needed: \_\_\_\_\_

Date equipment returned: \_\_\_\_\_

Who is responsible for equipment: \_\_\_\_\_ Mobile: \_\_\_\_\_

Please note if you are asking to keep equipment, you should fill in a **Letter of Inquiry form** for your project. This applies to all ice hockey gear as gear is only donated to villages as a part of a Village Education Project.