

Consolidated Meeting Summary – TTGD Uganda: P360 School Build Project

Date: June 4, 2025

Medium: Zoom + WhatsApp

PHC Node: Project P360 – Uganda

Context

This was a planning session to discuss grant application but incorporating basic planning as a prerequisite to grant application. Conducted over a combination of WhatsApp and zoom due to poor network quality during Zoom. The project aims to construct three schools under the TTGD umbrella, with **P360** (Mora location) as the pilot case.

The PHC Port and PHC methodology were introduced as foundational tools to **organize, govern, and document the application process** for multiple grant targets, starting with Urgent Action Fund Africa and the Japan Embassy's GGP (Grant Assistance for Grassroots Human Security Projects).

Key Agreements

- **Start with Mora location** (P360), using it as the initial grant test case. The other two proposed sites will follow once the Mora documentation is successful.
 - **David Winter** will:
 - Coordinate documentation on phcport.com
 - Serve as point person for organizing grant submissions
 - Upload all documents in PDF and Word formats for easy editing and local use
 - **Japan Embassy application** is considered promising due to alignment with school construction goals and a well-documented sample form.
 - The PHC Service will support governance, documentation consistency, and application structuring across all TTGD projects.
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Action Plan

Task	Owner	Notes
Upload existing sketches/designs for the school	David Livingston	Send to WhatsApp group or directly to PHC Port
Create editable grant form (Word)	David Winter	Word version of questionnaire to be added to PHC Port
Finalize Mora-specific content	All	School location, budget (~\$65k), contractors
Prepare Gantt chart / PHC report for tracking	David Winter	Includes document status and project stages
Collect “About Us” and vision content	David	For TTGD Uganda page on PHC Port

Task	Owner	Notes
for PHC profile	Livingston	
Identify local contractor (or pre-approve)	Moses / Livingston	Needed for most grant applications

Risks & Blockers

- **No contractor identified:** Pre-approval required by Japan grant and possibly others.
 - **Connectivity issues:** Led to communication problems during Zoom sessions. Future coordination via WhatsApp group preferred.
 - **Documentation gap:** Still awaiting finalized designs, letters of endorsement, and formal organizational statements.
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PHC Service Role

- **PHC Port** will centralize documentation and track progress per Concern (e.g., Site Readiness, Grant Prep, Stakeholder Coordination).
 - **Standardization:** Structure from PHC ensures all future TTGD projects follow a similar grant protocol.
 - **Transparency:** Making use of PHC Service builds credibility with funders through traceable project support and governance structure.
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Documents Available

- Grant Application PDF (Urgent Action Fund Africa)
 - Draft internal questionnaire for PHC-led data capture
 - Mind map and project notes captured in PHC Port
 - Upcoming: Word version of application, Gantt chart, editable TTGD profile
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Next Steps

- **Call with David W.** to walk through grant line items
- **Follow-up WhatsApp coordination** for document review and submission alignment
- **Translation of materials to French**, if needed for regional adaptation