

VietHope Project Proposal Guidelines

Thank you for your interest in submitting a project proposal to VietHope for consideration. Please read the following guidelines carefully before completing and submitting your proposal to ensure completeness.

I. Before preparing your application:

A. Expression of Interest:

Before you fill out the attached proposal form, please inform us of your interest in submitting a proposal via email/telephone/fax/air mail. Please briefly outline your project ideas, scopes and timeline. Addresses for informing of interest are as follows:

By email: projects@viethope.org

By mail or hand-delivery: Nguyen Thanh Phong, 418 Chung cu Thanh Nien, P14, Q. Tan Binh, Ho Chi Minh City

Once we are informed of your project idea, we will get back to you within a week to let you know if your project falls within the scope of our program. Our staff members will also work with you to put the proposal together once we accept your letter.

B. Criteria:

Please make sure your project meets the following criteria before submitting the proposal:

- Your project is an education-related project
- The community where your proposal will be implemented is involved in the planning and implementation of the project

C. Time line:

The final deadline for accepting proposal is **July 12, 2008**. Early submissions are encouraged and will be at an advantage.

II. Preparing your application:

A. Applicant's information:

Please supply complete contact information of the main contact person for the project. VietHope might need to contact this person to learn more about the project as well as the group. Proposals that do not have accurate contact information will not be considered.

If this project is initiated by an organization, please also describe succinctly the goals, mandate and strategies of the organization and how the proposed project fits the organization's goals and vision.

B. Project summary:

1. Project title:

Please provide a short but informative title for your project

2. Short description of the project:

Please provide a short description of the project, including the following points:

- The project's broad and long-term objectives
- Specific aims of the project
- How the project is relevant to improving access to education in Viet Nam.
- Concise description of the project plans
- Rationale and methods for project implementation

3. Project's sites:

Please state the location of the proposed project, as specifically as possible.

4. Type of project:

Please state whether the project is a one-time or an on-going project

5. Requested fund:

The total amount of money requested in this application. It may be equal to or less than the total budget, but cannot exceed the budget attached to the application.

C. Proposal

Note: please use the questions listed below only as a guide. They are not meant to represent all the information required about your proposal. In your proposal, please try to address as many of these questions as possible, but also feel free to include other information relevant to your specific project.

1. *Background/characteristics of the targeted population*

This section aims at establishing a context for us to understand the significance and potential impact of your proposed project. Please tell us as much information about the targeted population as possible, including (but not limited to) the following points, when applicable:

- location
- demographics: such as population of the village, percents of male and female, percents of school age children and the elderly, etc.
- economic data: main industries, average monthly income of families in the region, average household size
- educational data: literacy rate, number of students in elementary, middle, high school, college and graduate level, drop-out rate.

2. *Project's aims and their significance:*

Please address the following points in your discussion of the project's aims and their significance:

- What problems or challenges does the project wish to address? What is the background of your project ideas?
- How long has this issue been a concern?
- Why do you feel it is important to address this issue now?
- How does the project lead to change?
- What is the overall goal for this proposed project?
- What are the objectives in the short term—immediately after the completion of the project—and the long term?

- What evidence shows that your approach/strategy will be effective?

3. Proposed implementation:

a. **Specific plans:** Please describe your plans in preparing for and implementing the projects. In describing the methods and techniques you use to implement the project, please also include an explanation of the rationale for choosing such methods and techniques.

b. **Estimated length of the project:** Please provide the expected length of the project along with a time line for implementation.

c. **Key personnel:** List specific roles of those who are instrumental in the implementation of the project. Please also describe their relevant skills, training and experience. Please include any experience working with other NGOs.

d. **Local collaboration:** Please describe any application collaboration with the local community in the implementation of the project. VietHope encourages you to work with the local community to develop and implement the project.

e. **Sustainability:** This section should address the following questions:

- How will the change initiated by the project be maintained?
- Who will be responsible for the sustainability of the project?
- What resources will be needed to ensure that your project is sustainable?
- If your project involves construction of infrastructure, please discuss the arrangement to run/operate and maintain the facilities.

f. **Work plan:** Please fill out the table to give VietHope a clear idea of your time line.

g. **Monitoring and Evaluation plans:** Even though VietHope will take the lead in evaluating the project, we need your input on the questions below:

- How will you report to VietHope on the project?
- What are the success indicators of the project? Please list all that apply.
- How will these indicators obtained/measured?
- What are the evaluation techniques, e.g. pre- and post-project survey, focus groups, interviews, pre- and post-project statistics, etc.?
- Who will be in charge of collecting this information?
- What resources will be required in order to collect this information?

h. **Budget:** Besides filling out the budget table, please include a justification of each budget category. Please also inform VietHope whether you have applied for and/or received other sources of funding. If there is a discrepancy between your budget and your requested fund, please explain.

D. Appendix

Please attach any documents that are relevant to your proposal: blue print, surveys, questionnaires, etc.

III. Submission and Review of your proposal:**A. *Submission:***

1. **Email submission:** Please fill out the proposal form (available in Microsoft Word and PDF) and email the completed form as an attachment to **projects@viethope.org**. Please scan all the necessary documents and attach them to the same email as the application form.
2. **Paper submission:** Completed paper applications can be mailed to or hand-delivered at the following addresses: **Nguyen Thanh Phong, 418 Chung cu Thanh Nien, P14, Q. Tan Binh, Tp Ho Chi Minh**

B. *Proposal review:*

Once your application is received, we will get in touch with you to confirm the receipt of your application and to request missing documents, if necessary. A team of VH staff members will review all proposals. This team might get in touch with you with clarification questions. Please also be prepared for a possible site visit from our staff in Viet Nam. Funding decisions will be made by July 31, 2008.

Please do not hesitate to contact us if you have any questions or concerns. We can be contacted in the following methods:

- by email: projects@viethope.org
- by phone: 098 316 3014 (Phong Nguyen)
- by Skype:
 - o My-Xuan: nguyenmy.xuan
 - o My-Anh: myanh.ha
 - o Hoang-Oanh: hoang-oanh

We look forward to learning about your ideas and to working with you.

Sincerely,
VietHope Project Committee

Contact Name:
Project Title:

VietHope Project Proposal

A. Applicant's information

Name:		Title	
Address:			
Email:		Telephone	Cell
Website:			

Brief description of the organization

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B. Project Summary

1. Project title:

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2. Short description of project:

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3. Project's sites: _____

4. Type of project: One time

5. Requested fund: _____ VND

Contact Name:
Project Title:

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C. Proposal

1. Background/characteristics of the targeted population:

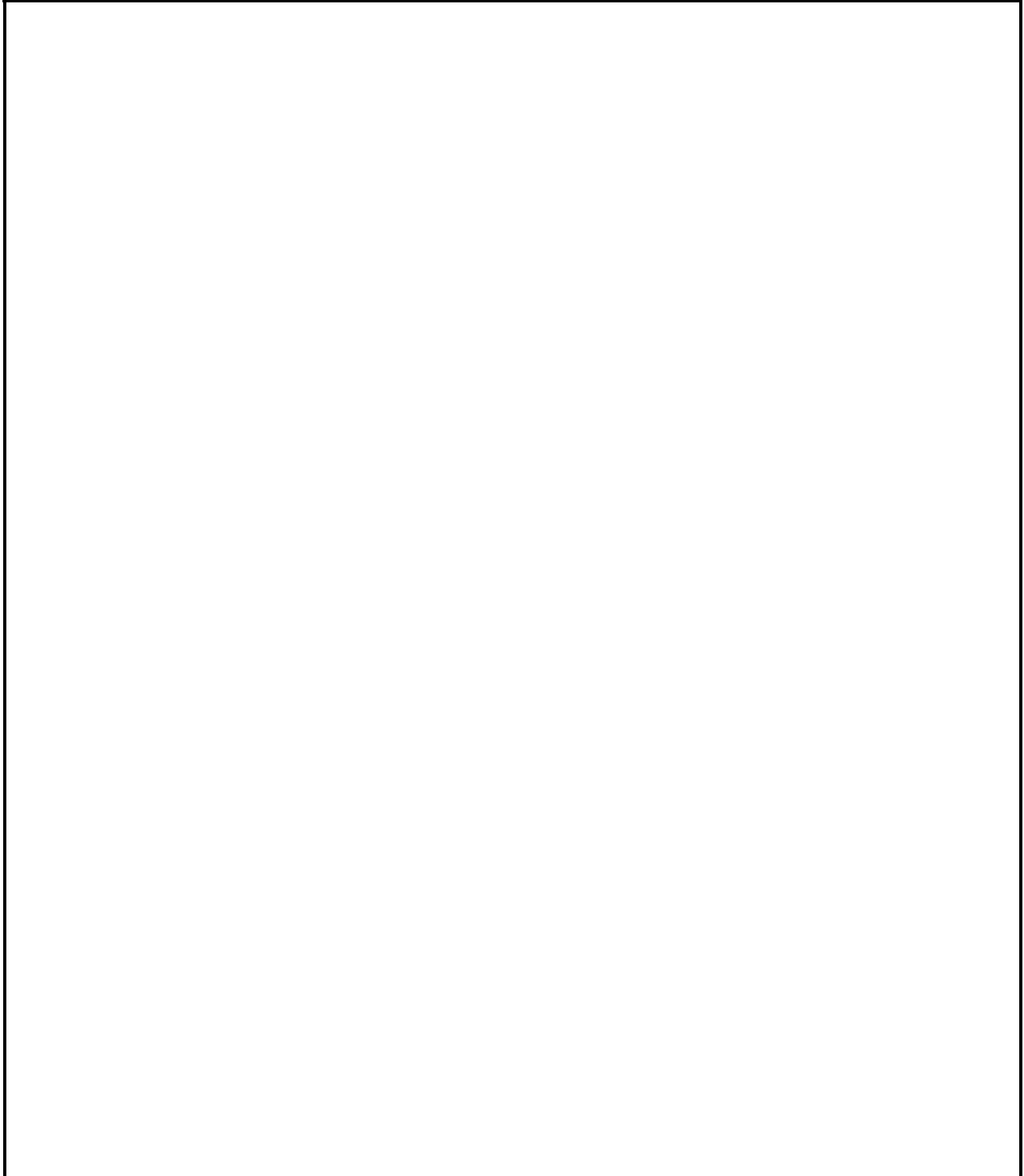
2. Project's aims and their significance:

Contact Name:
Project Title:

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3. Proposed implementation:

a. Specific plans:

A large, empty rectangular box with a black border, intended for the user to write their specific implementation plans. The box occupies most of the page below the 'Specific plans' heading.

Contact Name:
Project Title:

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b. Estimated length of the project:

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c. Key personnel:

Name	Occupation	Relevant experience and skills

d. Local collaboration:

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e. Sustainability:

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Contact Name:

Project Title:

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f. Work plan:

Goal	Activity to achieve goal	Who	Where	When

g. Monitoring and evaluation plans:

Contact Name:

Project Title:

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h. Budget:

<i>Personnel</i>			
Name	Role	Salary	
		VND	
		VND	
		VND	
		VND	
Subtotal →			0 VND
<i>Equipment</i>			
Description	Number	Cost per unit	Total cost
		VND	0 VND
		VND	0 VND
		VND	0 VND
		VND	0 VND
		VND	0 VND
Subtotal →			0 VND
<i>Supplies</i>			
Description	Number	Cost per unit	Total cost
		VND	0 VND
		VND	0 VND
		VND	0 VND
		VND	0 VND
		VND	0 VND
Subtotal →			0 VND
<i>Other expenses</i>			
Description			Total cost
			VND
			VND
			VND
			VND
Subtotal →			0 VND
Grand Total →			0 VND

D. Appendix: Please list documents to be attached to the application

Number	Title/Description	Number	Title/Description
1		6	
2		7	
3		8	
4		9	
5		10	