

**COMMUNITY PROJECT PROPOSAL APPLICATION FOR FUNDING**

*[CREATE YOUR PROJECT COVER]*

*[Note: Your proposal should limit in 10 pages max. You can use English or Vietnamese for your proposal]*

[YOUR PROJECT]
SUMMARY

[Select Date]

*[To complete this section, please see instructions for the preparation of the Summary page]*

Project name:

Project location:

Proposed started date:

Project duration:

Amount requested from VAS Community Fund (VND)

Project leader: [Full name] [Class] [Campus]

Project team members: [Full name] [Class] [Campus]

Project instructor (if any and must be staff/teacher of VAS): [Full name, title]

## Project Overview

*This section should provide a brief introduction to the background of your choice to propose this project, its objectives, beneficiaries, location and overview of schedule to execute]*

## Project implementation and management plan

*This section should be inclusive of:*

1. *Project activities plan: This section should describe how each immediate project objective will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity. The communication activities and funding activities should be included in this part to show your plan in how to spread your voice to community and how you can get more funds for the project beside VAS Community Fund.*
2. *Expected results: This section should describe the overall results that the project is expected to accomplish and whether there may be unintended effects of the project, and how these possible challenges will be addressed.*
3. *Implementing team: The section should describe the relevant experiences and capabilities of implementation team, who will be responsible for each key role and scope.*

## Project monitoring and evaluation

*This section should discuss proposed mechanisms and procedures for monitoring of project operations to ensure that activities occur as planned, that they remain directed towards Community Project’s objectives, and that appropriate corrective action is taken if required.*

## Budget

*This section should describe in how you will use your total fund (from VAS Community Fund and from your own fund raising activities). This can be list in details in a table.*

# Approval and Authority to Proceed *[This part is for Organizers]*

We approve the project as described above, and authorize the team to proceed with the Amount of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VND (by words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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| Approved By |  |  | Date |  | Approved By |  |  | Date |