



Help Our Community! Project Small Scale Grants for Youth-led Projects

APPLICATION FORM

Welcome to “**Help Our Community!**” project. Make sure that you have read the guidance notes carefully before filling in your application. Guidelines and application forms are available at our web site: www.helpourcommunity.csaj-khmer.org.

Please note that applications will only be considered if they do not cost more than **USD 1,000** and must be submitted by people under age 25 years at the time of application. Although we don't really concern on length of project, we expect your project will have long term impact on the community and people involved.

The applications must be submitted by **July 13th 2009** to hoc.csaj@yahoo.com or to this address: 203, 4-29-2, Honkomagome, Bunkyo, Tokyo 113-0021, Japan.

If you have any enquiry, please feel free to contact us by the above address provided. We are looking forward to receiving your applications.

Project Location:

1. Project Identification

1.1 Project title: *Find a catchy title that sums up what you want to do (up to 20 words):*

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1.2 Project topics

Please tick up to 2 boxes

- | | |
|---|--|
| <input type="checkbox"/> Education, Training & Skills Development | <input type="checkbox"/> Human Rights & Gender issues |
| <input type="checkbox"/> Health related project | <input type="checkbox"/> Youth Facilities & organization |
| <input type="checkbox"/> Income Generating Projects | <input type="checkbox"/> Water |
| <input type="checkbox"/> IT, Media, Arts & Communication | <input type="checkbox"/> OTHER - explain: |
| <input type="checkbox"/> Environment Conservation | - |
| <input type="checkbox"/> Agriculture | - |

2. Project Team

2.1. Young Project Manager details

Family Name & given name:

Date of Birth:
(DD/MM/YYYY)

e-mail(s):

Phone:
(with international code)

Address:

How did you learn about the Help Our Community fund?

2.2 Young Project Team Details

| Family Name & given name: | Age | Role(s) in the project |
|---------------------------|-----|------------------------|
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|-----------------------|-----------------|
| Number of volunteers: | Average age: |
| Number of female: | Number of male: |

2.3 Project Mentor(s) Details:

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| Name(s): |
| e-mail(s): |
| Phone(s): <i>(with international code)</i> |
| Address(s): |
| Occupation(s)/Experience(s): |

2.4 Project Evaluator(s) Details:

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|---|
| Name(s): |
| e-mail(s) : |
| Phone(s): <i>(with international code)</i> |
| Address(s): |
| Occupation(s)/Experience(s): |

3. Organisation: *(If you are a member of, or are supported by, an organisation, give details here)*

| | |
|--|--|
| Name: | Phone: <i>(with international code)</i> |
| Website: | Fax: <i>(with international code)</i> |
| E-mail(s): | Address: |
| Mission and relevant activities (200 words maximum): | |
| | |

4. Where the project will take place: Rural / Urban (*delete or circle one*)

4.1. Project Context: *Please give us a sense of where your project takes place - your community, your situation (maximum 250 words):*

4.2 Specific need: *Describe the major community need your project is addressing. What are your objectives? (maximum 100 words in 5 bullet points)*

5. Project Summary - *Give us a general explanation of the activities you will undertake in this project. (maximum 250 words)*

6. Project Schedule – Timeline for the activities (Extend as necessary)

Create a Project Schedule in days, weeks or months depending on the length of the project:

| Starting date | Activities |
|-----------------|------------|
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| Week one | |
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7. Beneficiaries: - *Please tell us about the people you expect to benefit directly from your project - their age, gender, background, etc. How many are there? How were they involved in planning the project? (200 words maximum)*

8. Outcomes / Indicators :

Briefly describe what difference your project will make by listing up to four concrete project outcomes and/or measures of indicators.

| Outcomes | Indicators |
|----------|------------|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |

9. Resources**9.1 Budget**

Name of Local currency:

| Items/Expenditures required | Quantity | Price per Unit (In your currency) | Total Cost (In your currency) |
|---|----------|--------------------------------------|----------------------------------|
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| TOTAL (In local currency) | | | |
| | | | |
| Exchange rate: US-\$ 1 = (local currency) | | | |
| Total (in US-\$) | | | |
| Amount requested from HOC fund (in US-\$) | | | |
| Co-funding (in US-\$), if any | | | |

9.2. Co-funding

If you are expecting or have received money from other source(s) (organizations, individuals, companies, etc.) please explain here:

| Name of Funding Source | Amount in US-\$ | Expected (E) or Received (R) | Date (DD/MM/YYYY) |
|------------------------|-----------------|------------------------------------|-------------------|
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9.3. In-kind Donations

Many resources can be obtained without spending any money! Sometimes it is easier to get materials, expert advise, books, computers, paint, paper, pens, etc. than hard cash. List resources here you can get (or have already received) as in-kind donations from your community:

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9.4. Income generating project: *Many Youth Led Development projects generate income. If you cannot estimate the first year's income from your product/service, please skip it and answer from the first question next page.*

| Unit(s) to be sold (if any) | Price per unit (in local currency) | Quantity to be sold in Year 1 | Total Sales Yr. 1 (in local currency) | Total Sales (in US-\$ dollars) |
|-----------------------------|------------------------------------|-------------------------------|---------------------------------------|--------------------------------|
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| TOTALS: | | | | |

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| 1. How many people/ companies/ organizations are already doing this in your community or nearby areas? |
| 2. How many people need the product/service you will provide? Is there a market for it? |
| 3. What is your approximate total net profit over one year (in US\$)? |
| 4. What kind of authorization do you need to carry out your project? (<i>Local, regional or national authority</i>) |
| 5- What is the current price of this product/service in your community? |

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| 10. Sustainability: |
| <i>How will the project continue when you have spent the funds we send you? (<u>Between 100 and 300 words</u>)</i> |

Documents requested:

- Curriculum Vitae of the Young Manager (up to 1 page)
- If possible, please send us pictures of where the project will take place
- One letter of recommendation from an older person, not a relative