

## News and Events of the LIN Center for Community Development

### Training workshop on “Proposal Writing Skills”

Friday morning, 21<sup>th</sup> October 2011, 24 participants from Ho Chi Minh City's NPOs attended the training course for "Proposal Writing Skill" held by LIN at Capitals Horizon Group, District 1.

Katka Chebenova - an expert who worked for Magna Children At Risk in Bratislava, Slovakia

and Phnom Penh, Cambodia - shared four major problems in writing proposal including project needs' presentation, goals, objectives, organization information and logical framework. In each section, Katka skillfully integrated practical experiences and tips to help participants better understand the importance of each issue.

The satisfaction of the donors' requirements consisting of word limitation from 100 to 200 or one A4 paper for needs and one or two pages for organization's information should be put at the top of importance. "Organization should strictly follow the funds' requirements for funding application procedures or else they will be rejected at the very first round of proposal approval process," shared Katka . As presenting the needs, the organizations should provide information sources, related statistics and reports and the most important thing is always referring to the sources which you get the information from.

In terms of the clarification of the goals and objectives of the project, Katka stressed that "a general goals of the project should have a maximum of four



specific objectives and the objectives for output and outcomes should be balanced". Most participants said that they paid little attention to this as writing the proposal and most of them are easy to get confused about the goal and objectives.

The introduction of information organization should emphasize the organization's strengths in implementing the project, which will help donors decide to choose your organization instead of others. Examples of success in the past, the previous certificates or donors cleverly included in the organizations' information also contribute to enhance the organizations' credibility.

After the tea break, the participants are given the sample projects. They are required to act as donors, reading the proposal and deciding whether or not approving the fund. The discussion was very exciting with different objective opinions. Thanks to this exercise, the participants can understand why some of their projects were not funded. "Through this training course, I now understand why my project did not receive the fund," said soeur Minh Tam – the head of Thien An Open house.

"Just in the short time. Katka has already transferred the requirements and important notices for writing the proposal. With simple and easy-to-understand exercises, people can easily learn the main ideas when writing proposals and the important criteria for the project's success. Besides, I'm really like the friendliness and enthusiasm of LIN, " shared Ha Kim Hong, Center for Training and Social Development.

With positive feedback from previous participants, LIN has reorganized this training from 28/10/2011 for organizations that did not yet have the opportunity to participate in the course. All participants will be invited to the training course for budget planning and project management on November 3<sup>rd</sup>, 2011. For more information about LIN's events next month, please see page 4.

**LIN Center**

*(Translated by Tran Tuyet Trinh, LIN skilled Volunteers)*

Download the presentation and materials here: [NPO RESOURCES](#)



**LIN Center would like to wish a happy birthday to  
Ms. Nguyen Thi Thu Ha, HR Manager and LIN Board Member.**

**We all appreciate your input and support to the LIN Center!**

## Financial management and Audit training course



At the end of 2010, with the support from Irish Aid, LIN Center and 8 NPO partners committed to participate in the 4 session-long training course on **“Financial management and Audits.”** The training curriculum was designed by Mazars Vietnam Audit Company and the course was also conducted by their

team.

There were 16 participants enrolled in the course, which took place in August and October, 2011. The course was comprised of four sessions that addressed finance management issues at not-for-profit organizations including Accounting, Project Receipts and Invoices Documenting, Basic Accounting Skills, Cash Management, Procurement, Asset Management, Project Finance Management and Budgeting.

Mazars Vietnam is scheduled to conduct audits at the participating organizations in February, 2012 in order to set an example of a more effective and professional finance management system for NPOs. The auditing is part of the course in order to help NPOs improve their accounting capacity and transparency, which will play an important role in gaining the confidence of potential donors.

After the audits, of which Irish Aid will sponsor 80% of the cost, participants will be presented certificates by Mazars Vietnam. The Audit Statement will be used at the participating NPOs' own discretion and it will show the commitment of NPOs to enhancing and professionalizing their finance management.

**LIN Center**

## Upcoming Events

### Training workshop on “Proposal Writing Skills”: Budgeting and M&E 03 November 2011

On Oct 21 and 28, 2011, the training workshop on proposal writing skills completed the first section of the course, including: need statement, organizational information, goals and objectives, and logical framework. The second section of this training is focused on budgeting and Monitoring & Evaluation (M&E).

Date and time: Friday 03 November, 2011

Venue: We will inform the confirmed participants closer to the date.

Please contact us at [npo@LINvn.org](mailto:npo@LINvn.org) or [\(08\) 38246091](tel:(08)38246091) for more information.

### Training session on “Assertiveness” 05 and 22 November, 2011

With support from Schouten Training Vietnam, a Dutch company with more than 30 years experience in the field of training and coaching people in organizations, LIN Center is pleased to offer staff at our NPO partner organizations a soft-skills training session on “Assertiveness.” The training will be conducted two times for up to 12 participants each time.

Dates and times: 05 or 22 November, 2011

Venue: We will inform the confirmed participants closer to the date

To reserve your space, please contact us at [npo@LINvn.org](mailto:npo@LINvn.org) or ring us at [\(08\) 3824-6091](tel:(08)3824-6091).

### **Apologies:**

In October, 2011, the dissemination workshop on “Access to Justice” and the “Assertiveness” training sessions were delayed until November, 2011 due to our internal and external reasons. Others who RSVP-ed but did not receive an email to inform about the workshop venue is because LIN’s email was rejected as a spam due to sending to too many email addresses.

LIN team would like to apologize for the inconvenience! We will correct any issues in the future to serve you and your NPO better.

**Dissemination workshop on access to justice through research on  
60 HCMC based NPOs  
24 November, 2011**

With the support from Justice Initiatives Facilitation Fund (JIFF), LIN Center is carrying out the project “Building Capacity of Civil Society Organizations in Facilitating Access to Justice for Vulnerable Populations in Ho Chi Minh City.”

In the first phase, we collaborated with Southern Institute for Sustainable Development (SISD) to conduct research on 60 organizations working in the community. From the results of this research, LIN will conduct capacity building activities related to access to justice for NPOs in HCMC.

Objectives of this workshop:

- *To present the findings from the research on 60 NPOs.*
- *To identify, discuss, and analysis topics of capacity building for NPOs.*
- *To answer questions and to ask for ideas related to capacity building on access to justice.*
- *To establish network and to connect organizations intersted and/or that have worked on access to justice for their beneficiaries.*

Date and Time: 24 November, 2011

Venue: We will inform to confirmed participants closer to the date

To reserve your space, please contact us at [npo@LINvn.org](mailto:npo@LINvn.org) or ring us at [\(08\) 3824-6091](tel:0838246091).

**REMINDER**

**Has your organization submitted a Volunteer Story?**

Volunteer Stories Competition being launched by LIN Center is in the last minute of submissions. Does your organization work with volunteers? What do you think about their contribution? Please share your volunteers’ stories for the chance to win a prize of up to 10 million VND. The submissions may writings, pictures, or video clips.

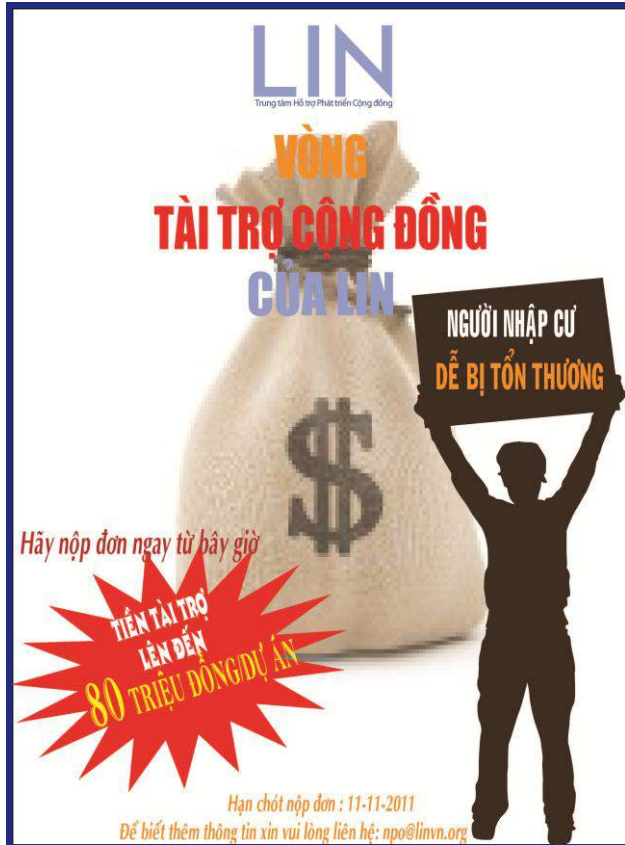
Some tips for the submissions are as follows:

- Tell us about a special volunteer who has supported your organization.
- The skills of the volunteer contributed and is contributing during their collaboration with your organization.
- How does he/she contribute to the activities of your organizations or your working communities?
- How does he/she impact to your organizations or your working communities?
- What difficulties did he/she face during the time working in your organization? How did he/she overcome these challenges?

Deadline of submission is November 6<sup>th</sup>, 2011. Please visit our website at [www.cauchuyentinhnguyen.com](http://www.cauchuyentinhnguyen.com) to update these stories all over the country.

## Grant Opportunities for NPOs

### LIN Community Grant 2011



For the final grant round of 2011, the LIN Center for Community Development is calling for proposals from our NPO partners who are working with migrant workers and/or their families. This is a unique grant opportunity, which will provide NPOs with an opportunity to receive up to 80 million VND. The key criteria for eligibility includes:

**Location:** The project must take place **in or near HCMC** (Biên Hòa, Bình Dương, Dong Nai, Long An, Củ Chi, etc).

**Beneficiaries: Migrant Workers and/or their families**

**Timeline of project: Up to one (1) year**

If your organization is working with children, youth, disable people, or elderly who are coming from outside provinces to live and work in HCMC, your organization is eligible to submit an application. In case you have questions

about the topic, please contact Trường Sơn, LIN's Community Liaison, at [son@LINvn.org](mailto:son@LINvn.org).

The deadline for submitting applications is **11 November 2011** at [npo@LINvn.org](mailto:npo@LINvn.org).

You can download the full Call for Proposals and Grant Application Form on the LIN website at: [LIN Community Grant](#). Thanks to the **Global Fund for Community Foundations** for supporting this initiative!

## Donor's Corner

### Charity Cabaret 2011 – COMIC STRIP

For the second year running, the LIN Center for Community Development is advising the Charity Cabaret Committee with its beneficiary selection process.

In 2010, the committee raised over VND 600 million while entertaining nearly three-hundred people with dinner and stage show written, directed and acted by an all-volunteer cast. Shortly after the event, the funds raised were allocated, as grants, to three not-for-profit organizations, each addressing a different issue: Te-Phan Love Family in HCMC offered arts education to children with disabilities; the Young Creative Group in Ben Tre Province raised awareness about wildlife protection at the Vam Ho Bird Park; and Thien Chi Center for Community Development in Binh Phuan Province improved sanitation facilities for school children in remote areas.

On 5 November, the Committee will organize its second large scale fundraising event: The Charity Cabaret 2011 – Comic Strip. After a thoughtful conversation about needs in the community and the capacity to raise funds, the group decided that all money raised would be allocated to three projects that address the theme, “Empowerment through the ages”. Forty-three project ideas were submitted in response to the Committee’s call for proposals. Out of the applications submitted, the Committee was unable to choose just three projects. Instead, they decided they would try and fund four!

- **Disability Resource and Capacity Development (DRD)**  
DRD’s Scholarship and Mentoring project is about strengthening the rights of children and students with disabilities. The project seeks to help them realize their responsibilities in society and community development. Children with disabilities, who are unable to come to school, will receive one-on-one mentoring from mature students with disabilities. Moreover, scholarships and skill trainings are offered for both groups of beneficiaries.
- **Thien An Shelter (MATA)**  
The project, “Training of human life skills”, aims to help children and youth with visual impairment to gain the necessary knowledge, attitudes and skills to find and express their potential for being active and successful members of the community.
- **Future Center for Health Education and Community Development (Future)**  
The project aims to promote health among disadvantaged, solitary elderly through communication activities such as counseling, supplying information about free health insurance and services and improving knowledge about how to take care of one’s health. The project involves the creation of a website that will provide information as well as one-on-one counseling to ensure that elderly receive government support.
- **Te Phan Love Family (Gia Dinh Tinh Thuong Te-Phan)**  
This is a continuation of the project funded by the CCC in 2010, which seeks to teach arts for disabled children living in Te Phan house. In addition, they seek to hire physiotherapists and purchase physiotherapy machines to support the children’s physical development.

The LIN Philanthropy Advisory team is now working with the selected beneficiaries to prepare information for guests attending the 5 November event. All guests will be asked to vote for their favorite project. The votes, combined with the tally of funds raised, will determine the amount of the grant to each of the four selected beneficiaries. For further details about the grantee selected process, please contact LIN or visit the CCC website at:

[www.thecharitycabaret.com/charities.php](http://www.thecharitycabaret.com/charities.php).

## Donations to LIN ☺

The LIN Center was fortunate to receive donations from two repeat donors:

**Thank you Landon Carnie!** Since April 2010, Mr. Landon Carnie has made regular donations to the LIN Center for Community Development. In October, Landon donated over VND 10.5 million.

**Thank you Global Fund for Community Foundations!** The Global Fund for Community Foundations announced a grant of USD \$11,900 to support the LIN Community Grant 2010 project concept. The funds will support proposal writing workshops for local NPOs, skilled volunteer-NPO match making and an event to attract community members and allocate grants for projects that support migrant workers. For further details, please contact LIN at: [NPO@LINvn.org](mailto:NPO@LINvn.org).

LIN is raising funds to support our 2012 programs and activities. Would you like to support our work? We would like to hear from you! **If you have questions or would like to make a donation**, please send an email: [donor@LINvn.org](mailto:donor@LINvn.org), or give us a call: 08-3824-6091.

### Please Welcome Ms. Ly, The New Member of LIN's Philanthropic Advisory Service Team!



Ms. Nguyen Thi Truc Ly just graduated from RMIT Vietnam University, with a major in Communications and Media. Ly has always had an interest in social work and community development. Before graduating, Ly began to explore the possibility of a career in the NGO/NPO sector. With the addition of Ly to the Philanthropic Advisory Service team, we are now confident we will be able to provide an important service to the community.

*"It is a great joy and pleasure to join LIN and be given a chance to contribute to the development of PAS. I am excited to be part of something new and beneficial for people in Vietnam."*



### Enhancing and Updating Your Mission Statement

by Alison Reder

An Excerpt from *Richard Male & Associates*

<http://www.richardmale.com/?p=514>

Having a clear and concise mission statement for your organization is essential. Without a solid mission statement, your organization will lack the necessary direction and foundation for operating as it moves forward...

The mission statement is an extension of the overall vision, which is the reason the organization exists. The mission statement provides both the inspiration for getting out of bed and going to work each morning and the basic road map for achieving the vision.

Imagine that you step on an elevator and realize you are sharing the ride with the Director of Vinamilk, who has indicated an interest in the very child welfare issues that your organization addresses. You are going to the 10th floor but the CEO is getting off at the 8th floor. You only have from the first floor to the 8th floor to tell her about your organization. You are not going to hand the Director all of your many promotional materials, even if you have them with you on the elevator, so your mission statement serves as a one sentence elevator speech that will hopefully grab the executive's attention. It is a quick message about your organization that can inspire those who hear or read it to want to know more about your organization and what you do. (Don't forget to introduce yourself, provide a business card and ask if you can forward additional materials and arrange a meeting.)

If the mission statement is well-written and delivered effectively you will have answered four essential questions:

- **Who are we?** The answer to this question can be as simple as: "We are a child welfare agency," "We are a nonprofit neighborhood association," or "We are a not-for-profit family resource center." This is the clear description that provides a basic framework for the organization's activities.
- **What do we do?** This is where you list 2-3 very specific things that your organization does. These are the direct activities of the organization. For example, "provide food, clothing and job placement services" or "conduct youth development and training workshops in inner-city schools" or "increase access to healthcare services," and so on. In other words, this part of the statement is about the "means" or the strategies/approaches that your organization uses to achieve the vision.
- **For whom?** Again, be specific. Who is your primary audience? At-risk youth? Pre-school children? Abused women? Residents of a particular neighborhood? Low-income individuals? You will want to clarify your constituency including geographic, economic, racial, religious or other qualifiers that identify those who benefit from your organization's work. It is important to recognize that it is simply not possible to be "all things" to all people so you must be clear about your target group.
- **To what end?** This is the why. It answers how you will evaluate your success. For example, to lower poverty rates; strengthen families; improve inter-cultural communications; or lower pet populations. The "end" is the justification for the means discussed earlier. You must be very clear as an organization about where you are going (the end) in order to know if you have arrived.

Resist the urge to include every little thing that you think someone should know about your organization. The final mission statement should be clear, brief and intriguing enough to spark further interest. In developing or revising your organization's mission statement, keep the following eight tips in mind:

1. The mission statement should **strike a balance** between providing clear direction for the organization in terms of the types of programs and services offered to the target population, and limiting growth by being so overly restrictive in its language that it precludes the organization from adapting to changing social, economic or political circumstances or internal organizational shifts.
2. Remember that, just like your organization, **a mission statement should be dynamic**. Over time, you will need to re-examine and re-affirm or possibly update your mission statement. We suggest an annual review of the mission statement. Is it still addressing the overall vision?
3. The mission statement serves as **the foundation** upon which new programs are introduced, certain programs are cut and new initiatives are started.
4. As your organization looks at programming opportunities, funding sources, potential strategic partnerships and any of the other many challenges facing an organization, **a well-written and current mission statement can provide leadership and staff with guidance** when facing any number of organizational challenges.
5. Organizations must find an appropriate balance **between the mission and the money**. In other words, you may have some programs that generate solid revenues for the organization, but that are not necessarily mission-driven. On the other hand you will likely also have one or more programs that directly relate to the mission but that either do not generate a profit, or possibly even operate at a loss.
6. A good mission statement will support your marketing efforts by providing an **organizational "sound bite."**
7. Potential funding sources will have an understanding of where their money will be going and why.

Your mission statement will **differentiate your organization from others** and will help position you in the community by providing a clear picture of who you are, what you do and why your organization deserves the attention, funding and support of the community.

Training course on "**Developmental Project Evaluation**" occurred from November 15 to 18, 2011 at Ton Duc Thang University which organized by Social Development and Training Center (SDTC).

The course is designed for project officers, project managers, and other individuals who are working in development project field. Local social staff will be discount 20% tuition.

Deadline for registration: **November 8, 2011.**

Please contact:

Mr. Le Trung Bao

Executive of Based-Community Training

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Email: [sdtc@tdt.edu.vn](mailto:sdtc@tdt.edu.vn) - Website: <http://sdtc.tdt.edu.vn>

# NPO Networking

## WHITE CANE DAY EVENT

*First time in Vietnam - October 15<sup>th</sup> 2011*

*White cane is the symbol of the blind all over the world. Give way to  
the white cane bearers!*



On October 14<sup>th</sup>, in Ho Chi Minh City, people of organizations in education and visual impairment, community and media hold a press meeting celebrating the International White Cane Day, first time in Vietnam.

International White Cane Day is held around the world on October 15<sup>th</sup> each year to draw attention to the mobility needs of people who are blind or vision impaired. This year, with the message: "White cane is the symbol of the blind all over the world. Give way

to the white cane bearers!", the event aims at raising awareness about the White Cane Day, and knowing that white cane is the sign of recognition, as well as the symbol of independence of the blind.

This event encourages people with visual impairment to use cane as a tool of mobility for safety and independence, and to raise public's awareness about giving way to the white cane bearers in transportation.

Hundreds of people including teachers, special education and orientation and mobility professionals, volunteers, and people with visual impairment come from organizations such as Nguyen Dinh Chieu special School, Thien An Shelter, Nhat Hong Center for the Blind, Special Education Faculty of the National college of Education HCMC, as well as the organizers, governmental, press and media organizations will attend the event.

**For more information, please contact:**

**Ms. Nguyen Minh Giang**, mobile: 0908 859 747 Email: [giangnm@sri-vietnam.com](mailto:giangnm@sri-vietnam.com)

## **Search for the Most Outstanding Volunteers in Vietnam**

The National IYV +10 Committee has launched the ‘Search for Most Outstanding Volunteers in Vietnam’. Awards will be given to ten individuals and ten volunteer related organizations in recognition of their volunteering service to society in the areas of: health, education, environment, community development, disaster prevention and management, maternity health and nutrition, caring for people with disabilities and difficulties, gender equality and community livelihood.

Volunteers and volunteer related organizations and groups are invited to send their nominations before 15 November. This is the first initiative of this kind to honor volunteers and their contribution to the country’s development. The nomination form, guidelines and other related information about the search is available at [www.un.org.vn/unv](http://www.un.org.vn/unv).

Ms. Ruby Banez, Program Officer of the United Nation Volunteers Programme, said “This is the first time that formal recognition of volunteers’ contribution to development in Vietnam has been made in the form of an actual award. We hope that this initiative will inspire many more people to take the challenge of contributing something to the country’s development by volunteering.”

For further information, please log onto [www.un.org.vn/unv](http://www.un.org.vn/unv) or contact:

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