



## GRANT APPLICATION

LIN Center for Community Development  
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W 22, Binh Thanh District, HCMC  
Tel: +84 (8) 3512 0092  
Email: [npo@linvn.org](mailto:npo@linvn.org)

### **NOVEMBER 2013 GRANT ROUND**

As part of the Irish Aid funded Project VNPO Capacity Building System, this LIN grant round prioritizes capacity building activities for participating local NPOs in the Irish Aid Project. These capacity building grants are aimed at activities that strengthen a NPO's internal operating structure so that it can be more effective and/or more efficient in working toward fulfilling its mission. These grants are not meant for supporting project/charitable activities for beneficiaries. Local NPOs are encouraged to think about the ways their NPOs can make use of this flexible grant to help achieve their capacity development goals as committed in the Project. NPO goals are based on the key management areas: HR, Volunteer Management, Strategic Planning, Action Planning, Program Evaluation, Communications, IT, Fundraising, Financial Management, Governance and Legal Compliance.

#### **How to Apply**

Please complete this form to apply for a grant from **LIN Center for Community Development**. We strongly recommend you read through the criteria before completing this. If you require assistance or if there is anything that you do not understand, please contact LIN for assistance. Completed application form (and/or any additional documents) should be **emailed to [npo@linvn.org](mailto:npo@linvn.org) by 5pm** on closing date of the grant round **15 November 2013** (instructions can be found at end of this form). Project must be completed within **six months** from the start date. PLEASE KEEP A COPY OF YOUR APPLICATION.

Date of Application: \_\_\_\_\_

#### **Part I – Your Organization**

1. Organization Name: \_\_\_\_\_
2. Date of Establishment: \_\_\_\_\_
3. License Number (if any): \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_
5. Telephone Number(s): \_\_\_\_\_
6. Website Address: \_\_\_\_\_
7. What is the mission/purpose of your organization? (one short sentence)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Briefly list the core activities of your organization using bullet points:  
\_\_\_\_\_  
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9. Please describe your organization's DIRECT beneficiaries (How many beneficiaries do you serve? What challenges do they face?)?

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**Part II – Contact Details**

1. Name of Contact Person: \_\_\_\_\_
2. Position/Job Title: \_\_\_\_\_
3. Telephone Number(s): \_\_\_\_\_
4. Email Address: \_\_\_\_\_

**Part III – Proposed Project**

1. Project Name: \_\_\_\_\_
2. Proposed Start Date  
**(earliest December 2013):** \_\_\_\_\_
3. Proposed End Date **(up to 6 months):** \_\_\_\_\_
4. What is the goal/purpose of this project? (One short sentence)

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5. Please describe the main project activities (Please use as much space as you may require and/or attachments to fully describe in specific detail in order for the evaluation committee to understand the Project. Do not just use bullet points.):

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6. Who will be involved in this project? How many full-time and part-time staff or volunteer staff? What relevant experience do they have for implementing this project?

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7. How will you measure the success of your project? Please **provide 1 to 2 SMART (Specific, Measurable, Attainable, Realistic, Timely) indicators** (impact/outcomes) and discuss how your organization plans to implement so you can collect this information and/or measure the project's success towards the intended purpose(s).

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**Part IV – Project Budget**

1. Total Project Budget (VND): \_\_\_\_\_
2. Amount of LIN Grant Request: \_\_\_\_\_
3. Amount Your NPO will Contribute: \_\_\_\_\_
4. Amount sought from other donors: \_\_\_\_\_

(Note: LIN gives preference to NPOs that identify multiple funding sources to match and/or share in the total cost of a project.)

5. In the box below, please provide **clear, specific and detailed** breakdown of costs **directly tied** to this capacity project (Or, you may attach the budget separately): *(Please note your organization is responsible for accountability and transparent reporting, may include providing LIN invoices, for all costs if this budget is approved for funding. LIN may also require funded projects to be audited, if necessary. If an audit is required, LIN will cover the cost.)*

	<b>Line Item</b>	<b>Unit</b>	<b>Cost per unit</b>	<b>No. of units</b>	<b>Sub-Total</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>TOTAL LIN GRANT AMOUNT REQUESTED</b>					

**Part V – Other**

1. How did you learn about LIN’s grant application round?

- LIN Newsletter
- LIN Email
- Forwarded from a friend
- Other, please specify: \_\_\_\_\_

	<b>YES</b>	<b>NO</b>
2. Has your organization ever received a grant from the LIN Center for Community Development?		
3. Would like us to share your information with another potential funder?		
4. Have you read our grant-making guidelines?		
5. Do you understand the reporting requirements should your grant application be successful?		
6. Please list any attachments: <i>(i.e., detailed description of project, action plan, budget allocation, photos, and/or other supporting documents)</i>		

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## Application Instructions

1. In order to be eligible, the grant application form must be filled **completely**.
2. LIN encourages applicants to cover administrative/management expenses related to project execution and/or match funds requested by seeking funds from sources other than LIN. Applications that show contributions other than LIN will be prioritized.
3. Grant round on capacity building for Irish Aid funded project participants:  
**15 November: Deadline to submit proposals**  
**25 to 29 November: Review of proposals by grant evaluation committee**
4. To submit the form, **please email** (highly preferred) to [npo@linvn.org](mailto:npo@linvn.org) or post:  
LIN Center for Community Development  
180/47 Nguyen Huu Canh,  
Ward 22, Binh Thanh District, Ho Chi Minh City
5. An acknowledgement of receipt of the application is sent within **five** working days.

\*Capacity building can take many forms, including, but not limited to:

- Planning discussions/meeting facilitation
- Marketing and communications tools printing or website domain purchase
- Leadership capacity (board or executive) development
- Improved fundraising through expert support
- Staff training: accounting, HR, administration, financial management, project management, etc.

Your capacity building project should have an impact on your organization first, then on the programs or activities. In thinking about capacity building needs, an organization may ask:

1. Does this activity allow my whole organization to operate more effectively, or does it have a limited effect on a program or activity? For example: Improving fundraising skills affects the entire organization over a long period. But having a fundraising event for a program only affects that program for that fiscal year.
2. What are the major operational areas that need attention and will help the organization grow and achieve its mission? For example: There may be a need for financial management software, a donor database and upgraded communications materials. Not being able to do them all, an organization must select one that is going to move them forward strategically.
3. Is there a bottleneck in the organization that is stalling growth? For example: An organization may need to recruit new volunteers, but not have a way to reach the local community, such as a Facebook page. Your NPO may need help to set-up a page and start using it.

## Application Review Process

1. LIN staff will review applications for completion and eligibility.
2. Complete and eligible applications will be forwarded to an evaluation committee.
3. An evaluation committee will review eligible applications and rank applications according to capacity building grant priorities and make final selection.
4. Successful projects must be completed by June 2014.

## Awardees

1. Awardees will be asked to sign a grant agreement with LIN. Upon receiving the grant bank transfer, awardees are required to submit a bank confirmation to LIN for funds received.

2. Grant recipients must report to LIN on the progress (outcomes) of their project at the close of their project. LIN reserves the right to make mid-term inquiries on status of projects and/or site visits as necessary. Additional updates, newsletters and/or (digital) photographs are greatly appreciated.
3. LIN grants should be mentioned in annual reports, accounts and appropriate publications.
4. Your cooperation on the above are appreciated as we are partnering to build a stronger community together.

### **Grant Evaluation**

(Note: LIN Staff will provide evaluation committee with information from past grant performance and/or reporting as necessary to support decision making.)

- Responsiveness: Proposals that respond to the needs and demands of the organization
- Long-Term Impact: Proposals introducing long-term solutions will be given priority over projects addressing short-term needs.
- Multiple applications may be made, provided they are for separate projects.
- Projects must be completed within **six months** from the start-date.
- Proposals must include clear, detailed, realistic costs and timelines
- Proposals must have clear indicators to measure success – applications will be prioritized if they show SMART indicators.
- Commitment to working in partnership with other organizations must be demonstrated. LIN encourages collaborate on grants from several organizations. However, there must be one organization as lead to receive and manage funds and report to LIN.
- Typical small grants will be up to 30 million VND for one organization application. If organizations collaborate to submit one application, the grant amount may be higher.
- Instead of, or in addition to a grant, LIN may offer support of its Board, skilled volunteers and/or staff to provide expertise and assistance. (Of course, it is up to the applicant to decide whether or not to accept this offer of support.)
- Applications must come from community and voluntary groups that possess charitable aims and are not-for-profit.
- A commitment to equal opportunities must be demonstrated.
- A willingness to share learning with others, if necessary.
- LIN does not give grants for the following purposes:
  - Non-charitable activities
  - Sponsorship and fundraising events
  - Core or ongoing costs (including salaries)
  - Work that has already taken place
  - Individuals
  - Overseas Travel
  - Promotion of religious causes
  - Sports without an identifiable charitable element
  - Political activities