

DIRECT AID PROGRAM (DAP)

APPLICATION FORM

Please read the DAP Guidelines carefully before filling out this form.
Applications that do not meet the requirements, or exceed the maximum word limits
will not be considered.

1. APPLICANT DETAILS

1.1	Name of project	
1.2	Project location	Commune/Ward: District: City/Province:
1.3	Name of applicant (organisation or individual)	
1.4	Applicant contacts	Contact name: Mailing address: Phone number: Mobile phone number: Email:
1.5	Type of applicant	Vietnamese NGO International NGO Local Government Community Group Business Individual
1.6	Bank details (Bank details must belong to an organisation)	Account name: Account address: Account number: Bank address:
1.7	Background on applicant including experience on doing this type of projects (maximum 300 words)	

1.8	Have you received DAP funding before	Yes No If yes, please give name of project, when and how much
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2. PROJECT DETAILS

2.1	Project focus	Poverty alleviation Health Education Environment Human Rights Rural Development Family Planning Women Children Private Sector Engagement Other
2.2	Project status	New Ongoing If ongoing, list timeframe and achievements to date
2.3	Project target dates	Start date: Finish date: Acquittal date:
2.4	Will you/your organisation contribute to the project?	Yes No If yes, list details:
2.5	Total cost of project	
2.6	Total amount requested	
2.7	Will other organisations also be contributing funding?	Yes No If yes, which organisations and how much:
2.8	<p>Locality of the project</p> <p>Briefly describe the area (mountainous, coastal, remote inland etc), the location of the project (ie school, town etc) as well as demographic information including the main source(s) of employment and per capita income. (Maximum 300 words)</p>	

2.9	<p>State the problem</p> <p>Please briefly explain the history of the project, why the funds are needed and how they would contribute to the development in the area. (Maximum 300 words)</p>	
2.10	<p>State the proposed solution</p> <p>Please explain what you plan to do to overcome the problem. Please include details about the implementation of the project and why you think it will help. If your application involves building or construction, you must demonstrate an understanding of relevant national building and Occupational Health & Safety standards and commit to adhering to those standards. Please note DAP guidelines prohibit the use of asbestos.</p>	
2.11	<p>Who will undertake the project</p> <p>Please explain who would be responsible for managing the project and who would undertake it, including details of how they are qualified to do this work and any previous experience</p>	
2.12	<p>Who will benefit from the project</p> <p>The project should benefit a particular community or group. Please describe any special characteristics of this community or group, specific criteria to select beneficiaries and how the project will help its members.</p>	
2.13	<p>Please provide a full breakdown of project cost under clearly defined categories such as equipment, labour, materials, transport, etc. Equipment and materials to be purchased should be itemised and individually costed, with at least two quotes for each major cost component of the project. Attaching quotes will greatly assist your application.</p>	
2.14	<p>Project implementation timeline</p>	
2.15	<p>Who will look after the completed project (please also mention who will maintain the provided properties eg equipment and machinery, houses, building etc)</p>	<p>Contact name: Mailing Address: Phone number: Mobile phone number: Email:</p>

2.16	<p>Please provide two references to support your application. References should be able to speak in depth on your organisation's suitability to undertake the project.</p> <p>(Letter of reference: maximum 1 page, signed and sealed)</p>	<p>Reference 1 Name: Position: Organisation: Phone number: Mobile phone number: Email:</p> <p>Reference 2 Name: Position: Organisation: Phone number: Mobile phone number: Email:</p>
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3. OTHER INFORMATION

Please provide any further information you consider helpful. Attach additional pages if necessary (maximum 5 pages).

The DAP Committee will welcome any photographs, maps, sketches of existing facilities and/or equipment that might help explain your project.

Date.....
(Signed and sealed/if applied by an organisation)