

**Attachment A  
EXAMPLE OUTLINE OF APPLICATION**

Date: \_\_\_\_\_

Name of organization (if available): \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of key person: \_\_\_\_\_ Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile phone number (if available): \_\_\_\_\_

**Eligibility check**

1.  Has been working to help needy Vietnamese since \_\_\_\_\_ (please see page \_\_\_\_)
2.  Can match the grant dollar-for-dollar with newly found funds or with additional efforts (please see page \_\_\_\_)
3.  Will not use the grant money for G&A activities (please see page \_\_\_\_)
4.  Today 's date (between 10/15 and 11/15/2012, California time)

**Description of organization/group/individual and charitable activities**

Name:

When did the activities start?

Are the activities recognized by the community, an organization, or the government?

Who are the principal personnel?

Where do the activities take place?

What are the programs?

Are you collaborating with another organization? (Note: highest priority is given to groups inside Vietnam that collaborate with an NGO outside of VN to help needy Vietnamese)

Who are the beneficiaries?

List and describe example results:

Describe what is in the appendix (if there is an appendix)

Financial data sheet:

<b>Note: Data can be in USD or VNĐ</b>	<b>2010 (actual)</b>	<b>2011 (actual)</b>	<b>2012 (projected to Dec)</b>	<b>2013 (assumed with VASF/CESR grant)</b>
Revenues • Source 1 • Source 2 • ... TOTAL				
Expenditures • Salaries of personnel • Office expenses • Program 1 • Program 2 • Program.... TOTAL				

<b>Note: Data can be in USD or VNĐ</b>	<b>2010 (actual)</b>	<b>2011 (actual)</b>	<b>2012 (projected to Dec)</b>	<b>2013 (assumed with VASF/CESR grant)</b>
Hours (estimated) spent by volunteers without pay <ul style="list-style-type: none"> <li>• Officers and staff</li> <li>• Friends</li> </ul> <b>TOTAL</b>				
Number of beneficiaries <ul style="list-style-type: none"> <li>• Direct</li> <li>• Indirect (family, community of beneficiary)</li> </ul>				
Who can vouch for the above data as truthful? <ul style="list-style-type: none"> <li>• Auditor (name)</li> <li>• Respected people (please name)</li> </ul>				

Banking information for sending money:

- Account owner (organization or individual), person can receive money, address, account number
- Bank name, address, SWIFT code, ABA number (if available)
- US correspondent bank of your bank (e.g., CitiBank, Bank of America, Wells Fargo, etc.), address, SWIFT code, ABA number

Names, addresses, and telephone numbers of three people of high integrity in the community

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**Signature of the applicant:**

By signing below, I solemnly swear that the information provided above is truthful and accurate

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Note: All of the above should not exceed 10 pages, font 10, 1.5 spacing. The cover letter and the three letters of recommendation are additional. Attach an appendix if desired. Such appendix should not be more than 10 pages long, but can be of any font size and spacing.