



Charitable Program Application Form 2009

Project Summary & Contact Details

Project Title

Project Location

Name of Organisation Proposing the Project

Name or Names of Persons Responsible for the Project

Contact Person	
Address	
Postal Code	
Telephone Number	
Fax Number	
Email Address	

Project Status

(i.e. new, or continuation of existing)

Funding Sought

Total Cost of Project	
Amount Requested	
Total Amount of Counterpart funding (eg:by provincial authorities & other sources)	

Name of other Contributing Funding Organisations (if any)

Ho Chi Minh City Chapter:

Suite 1A, 1st Floor, TV Building
31A Nguyen Dinh Chieu Street, Dakao Ward, District 1
Tel (84) 8 3911 0272 Fax (84) 8 3911 0275
Email office@auschamvn.org
Web www.auschamvn.org

Hanoi Chapter:

No. 10 Alley 283 Doi Can Street, Ba Dinh District
Tel (84) 4 3762 2282 Fax (84) 4 3762 2283
Email auschamhanoi@auschamvn.org
Web www.auschamvn.org



Detailed Report

1. Locality of the Project

Briefly describe the area, the specific location of the project and any special features, including the main sources of employment and per capita income.

2. State the Problem

Briefly describe the history of the project, why the funds are needed now and how they would contribute to development in the area.

3. State the proposed solution

Briefly explain what you plan to do to overcome the problem. Include as much detail as possible about the implementation of the project and its outcomes. Include how long the project will take to implement/complete.

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4. Who will undertake the project?

Briefly explain who will take responsibility for managing the project and who would undertake it, including details of how they are qualified to do this work and any previous experience.

5. Who will benefit from the project

The project should benefit a particular community or group. Please describe any special characteristics of this community or group, and how the project will help its members.

6. Funding – total cost of project and amount sought from AusCham

Please include/attach a sample budget and quotations. The cost of the project should be broken down into clearly defined categories such as equipment, labor, materials, and transport. Equipment to be purchased should be itemised and individually costed. Indicate which components AusCham funding will be used for.

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7. What contribution, if any, will be provided by the applicants

(For example funds, labor or materials.)

8. What contribution, if any, will be provided by other sources

Please list the names of the contributing organisations and the precise amount each will provide. Attach any letters or documents confirming the contributions from other sources. Please also indicate if other sources have been contacted but not yet confirmed.

9. Who will be responsible for looking after the completed project

Organisation	
Contact Name	
Address	
Telephone Number	
Fax Number	
Email address	

Additional Information

- Please provide any further information you consider helpful. (Attach additional pages if necessary.)
- AusCham would welcome as much supporting documentation as possible, including photographs, maps and sketches that you may be able to include to help explain the project.