



**Confirmation of the local authority or organization of the author:**

*Date/month/year*

*We certify that this product is created by (name of the author/collective author), representing women of the (name of the department/province) to join in the Women's Innovation Day 2013.*

**Full name  
Organization  
(Sealed and signed)**

**Notice:**

Application form in hard copy (with signature and stamp) or in soft copy and photos of the product (if available) must be sent to the Organizer Committee by **17:00** on 30th June **2013** (based on the stamp of the post office and time of the email) to

***Vietnam Women's Innovation Day 2013 –Highlighting and Rewarding innovative products  
Vietnam Women's Union  
39 Hang Chuoi Street, Ha Noi***

For further information, please contact:

Ms. Tran Thi Thu Ha/ Bui La Anh/ Ngo My Mai,

Department for Supporting Women in Economic Development, Vietnam Women Union

Tel: (04)3.9720249/39715149

Email: phunusangtao@gmail.com



Appendix 2:

|                                  |
|----------------------------------|
| <b>For Office Use</b>            |
| <b>Application Number:</b> _____ |
| <b>Date Received:</b> _____      |

**VIETNAM WOMEN'S INNOVATION DAY 2013 –  
“Women’s Economic Empowerment”**

**Application form for Innovation Grants**

*(All documents must be submitted in Vietnamese and English (if possible). Please type or write your answers on separate sheets using the format below; and do not bind application with hard covers.)*

**I. PROJECT IDENTIFICATION**

- 1. Project Title:** *Please write in one line the name of your project*
- 2. Location of Project:** Please provide name of village/commune, town/district and province where your project would be implemented
- 3. Applicant contact information:**  
Full name of organization: *full name of the applicant organization submitting the proposal*  
Address:  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of person(s) responsible for project:  
Title:  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
- 4. Implementing agency:** *Please write a short description about your organization. The passage should answer the following questions: When was it started? By whom? Who are the members? How many staff members do you have? What are their background and experience? How is the organization managed (please draw an organization chart)? What are your objectives? Where do you receive your funding from? What are some of the development projects already executed by your organizations and how did you implement them? Where did you get funding for those projects? Have any of your projects been funded by one of the co-sponsors for this event? Which ones? Has the project been successfully implemented?*
- 5. Banking information (VND account):**  
Account Name:  
Account holder’s Name:  
Account Number:  
Name of financial institution:  
Address of financial institution:

**II. PROJECT DESCRIPTION**

Please describe the initiative you are proposing. The information should include details on the following:



1. **The socio-economic situation of the community:** Describe the general socio-economic situation of the community where the project is supposed to be implemented. Please point out the specific difficulties and challenges that the project can address and the importance of those difficulties and challenges.
2. **Objectives:** Which problem will be addressed by the project, why is it necessary to respond to this problem? Please point out the general and specific objectives of the project, scope of geography and community that will be impacted by the project, and activity plan/method of implementation to achieve the set goals and objectives
3. **Innovation:** What is the difference between your project and the other projects or other initiatives in the community? Does your project apply a new approach or a new method of implementation? Have similar initiatives, approach or method of implementation been piloted or applied in other places? (Pls. note that the innovation of the project will be defined based on new types of beneficiaries, geographic areas, method of implementation, financial or technical support method, or any renovation of the old and recent approach.)
4. **Specific result and direct impact:** What is the expected number of people that the project could reach? What changes in awareness/behavior/attitude that the project is expected to bring about?
5. **Measurability:** How will you quantitatively and qualitatively assess the results and impact of the project by comparing the achieved results with targeted goals?
6. **Organizational and financial sustainability:** Please point out the organizational and financial capacity as well as experiences of the group/organization/individual implementing the project. Do you expect the project to face with any difficulties and challenges during the implementation period? How the project's results can be maintained and responsibilities of the group/organization/individual after completion of the project?
7. **Replicability:** Could the project be replicated to other targeted group or other geographic areas? Projects with innovative ideas with large-scale application and detailed plan of project replication will be highly rated.
8. **Feasibility:** The project must be timely and financially feasible. The proposed project must be completed within one year of receiving the initial disbursement from VID. If a proposal asks for budget much higher than the fundable source, it will be considered as non-compliant with the competition guidelines.
9. Any other details you would like to add that would help us better understand your initiative.

### III. PROJECT IMPLEMENTATION PLAN

Please provide a brief outline of the activity plan and its timeframe: the activity plan should exactly show the designed activities in different period of implementation. Those activities need to be completed within one year of receiving the initial disbursement from VID.

### IV. BENEFICIARIES AND PARTICIPANTS

1. Who will benefit from the project, what are the benefits and how will these benefits be realized? Please name the target group of recipient and/or beneficiaries, including different social or community groups or the number of men, women and children.
2. Were the beneficiaries involved in the decision to seek funding, and/or the planning and design of the project? If so, how?



3. How and to what extent will the beneficiaries participate in the implementation of the project?
4. What will be the beneficiaries' future participation when the project has been completed?
5. Does this project receive support from local authority?
6. Is there any member of the local authority involve in planning and design of the project?  
If so, please list all names and position of those people
7. Please indicate key individuals to be involved in the implementation of the project.

**V. PROJECT BUDGET** (Please specify costs in VND)

1. Estimated total project cost;
2. Funding requested from the Vietnam Innovation Day;
3. Project budget planning:

| No  | Item                           | Unit | Unit price with taxes included (VND) | Quantity | Total expenses with taxes included (VND) | in which funding from (taxes included)                    |           | Percentage of funding (taxes included)              |     |
|---|--------------------------------|------|--------------------------------------|----------|--|---|-----------|---|-----|
|   |                                |      |                                      |          |  | Self-financing and/or other donors (please specify) (VND) | VID (VND) | Self-financing and/or other donors (please specify) | VID |
| <b>A Project implementation costs</b>         |                                |      |                                      |          |  |   |           |   |     |
|   | Goods                          |      |                                      |          |  |   |           |   |     |
|   | Consultancy fee                |      |                                      |          |  |   |           |   |     |
|   | Travelling costs               |      |                                      |          |  |   |           |   |     |
|   | Project staff salaries         |      |                                      |          |  |   |           |   |     |
|   | ...                            |      |                                      |          |  |   |           |   |     |
| <b>Total project implementation costs (A)</b> |                                |      |                                      |          |  |   |           |   |     |
| <b>B Project operation costs</b>              |                                |      |                                      |          |  |   |           |   |     |
|   | Stationery                     |      |                                      |          |  |   |           |   |     |
|   | Telephone, fax, internet, etc. |      |                                      |          |  |   |           |   |     |
|   | ...                            |      |                                      |          |  |   |           |   |     |
| <b>Total project operation costs (B)</b>      |                                |      |                                      |          |  |   |           |   |     |
| <b>Total (A+B)</b>                            |                                |      |                                      |          |  |   |           |   |     |



**Notes**

- \* **Project operation costs** are those incurred and involved directly with the project management and monitoring activities (which will not incur without project operation). Such costs are paid for project stationery, materials used for regular project office operation, project office regular maintenance, contact fees, operation and maintenance of project transportation facilities, bank changes)
- \* **Project implementation costs** are paid for goods, works, consultancy fees, project staff salaries and travel costs. Project staff salaries and travel costs are paid for the staff working for the project which do not include fees for consultants and other government officers.

Please specify which sub-theme that your proposal focuses on:

- Women Entrepreneurs**
- Women’s Empowerment in Business and Production**
- Decent Work for Women**
- Others (please specify) \_\_\_\_\_**

From what source of information do you know about this competition?

- Introduction Workshop at.....**
- Introduction Video Clip on Television**
- Websites of the Co-organizers**
- Printing media**
- Others (please specify) \_\_\_\_\_**

**AUTHOR OF PROJECT:**

Name:  
Position:  
Signature:

**CONFIRMATION OF ORGANIZATION OF PROJECT AUTHOR:**

Date:  
Signed (Please specify name and position) & sealed:

**Notice:**

Proposals should be sent either in hard copy with signature and stamp or in soft copy to Organizer by **17:00 on 30<sup>th</sup> June, 2013** to:

**Vietnam Women Innovation Day 2013 – Innovation Grants**  
**The World Bank in Vietnam**  
**Fl. 8, no. 63 Lý Thái Tổ, Hoàn Kiếm, Hà Nội**  
**Email: [lchul@worldbank.org](mailto:lchul@worldbank.org)**

**Please mark the envelope or email’s subject with: “Proposal to Vietnam Women’s Innovation Day 2013”**

For further information, please visit our website at: [www.worldbank.org.vn](http://www.worldbank.org.vn)

Or contact:

Ms. Chu Thị Thúy Linh  
The World Bank Office in Vietnam  
Tel: (04) 3934-6600 (Ext : 335)  
Fax: (04) 3935 0752/ 3935 0753  
Email: [lchul@worldbank.org](mailto:lchul@worldbank.org)

