

## Help Our Community! Project Small Scale Grants for Youth-led Projects



### Guidance Notes

This guide is for young activists that want to apply for a small scale grant from “Help Our Community!” project. The guide will help you understand the application process and provide key information about the programme. Please read this guidance carefully before you complete the application form.

If you have questions (for example about plan your project, how to draw up a budget, how to co-manage your projects with experienced people), there are two guides “[Nothing for Us... Without Us](#)” and “[Co-management](#)” with many sources of advice and help downloadable on our website: <http://helpourcommunity.csaj-khmer.org>

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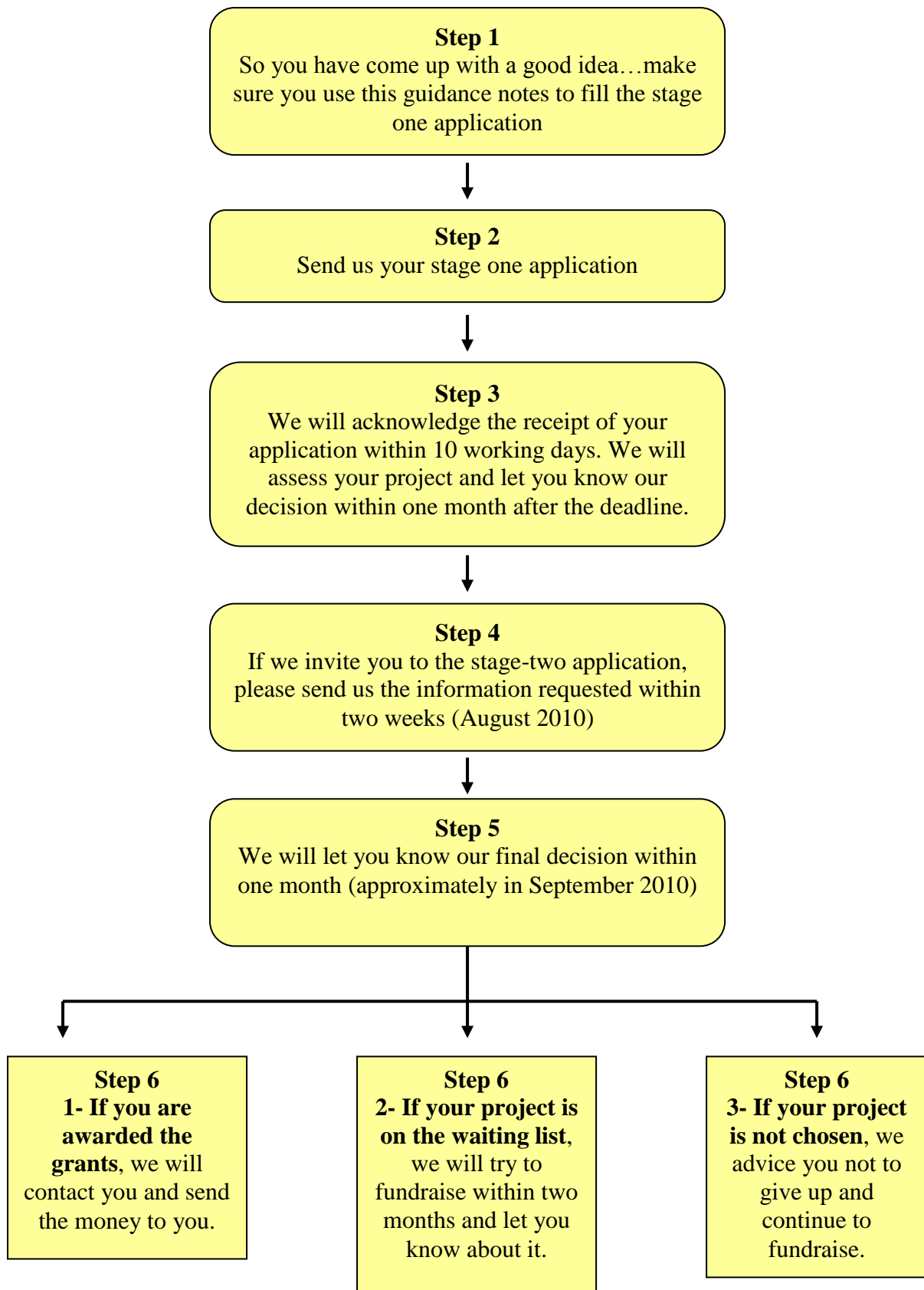
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## The application process



## About the Help Our Community Programme

### What is Help Our Community?

Help Our Community is a youth-led sustainable development Action Project which aims to empower young people in Cambodian society to *"be the change they want to see in the society."*(Mahatma Gandhi) The program offers financial support and advice to the young people to create and complete a variety of different projects from:

- non-formal education or training with general development and life skills, e.g: communication skills (writing, reading, teaching and presentation skill) to drop out children, primary, secondary or high school children
  - training for trainers, e.g: university students go to train primary teachers or community activists
  - technical trainings for farmers and households, e.g: home garden, multi-purpose farm, family fish culture, family pig raising, ecological chicken raising, soil fertility management, system of rice intensification etc.
  - community based environmental protection and natural resource management
  - community based business for income generation
- to many, many more.

### Help Our Community Project's Mission:

Empowering young people, whatever their background, to take responsibility for peace, human rights and the environment through education, leadership development and direct participation in the events that shape Cambodian society. This is done through encouraging its affiliate youth groups to take real action throughout the society.

### How to propose a project?

If you are 25 years old or younger and have or want to run a project that concentrates on the development of your community at a local level, take a deep look in the requirements for the grant programme and submit your proposal to Help Our Community Project.

If you are older than 25, you are not eligible for application; however, you can be the mentor or the evaluator of the project. You can guide and advice your team to identify your own local issues, priorities and problems and also help them to provide solutions.

### What kind of projects are we looking for?

- Projects that are genuinely led by youth: it cannot be a bunch of adults getting some young people to front their project so they can get money out of it.
- It must benefit the community rather than an individual need: we do not accept applications for school fees or personal trips!
- Projects requesting up to **\$1,000** from Help Our Community grant with a detailed budget.
- Have one/two experienced and committed adult(s) to mentor the project: following the principles of the co-management.
- Have measureable results/outputs (indicators) by which projects may be evaluated. Project can be either income-generating (funds to start up a small business and

creating jobs) or it can be non-income generating (for health, education, environmental clean-up or community improvement) social programmes which are of genuine and lasting community value.

### **What we will not fund:**

- scholarships
- travel costs up to 30% of the HOC (Help Our Community) fund requested
- salaries for resources people up to 30% of the HOC fund requested
- refreshment, food up to 10% of the HOC fund requested
- administrative cost up to 30% of the HOC fund requested
- equipment (tools, computers, materials, etc.) up to 50% of the HOC fund requested.

### **Filling in the application form**

Please write clearly in black ink or type.

**Location(s):** The location where the project would be implemented. If it happens in two or more areas/locations, please write first the location where takes place the main part of the project.

### **1. Project Identification**

**1.1 Project title:** The words you use in your title should paint a picture in the reader's mind. Be precise, concise and not ambiguous. "Sum up the aim and focus of the proposal." We need a short (no more than 20 words) relevant name for your project. We will use this title for any correspondence and if you are awarded a grant, for any press releases that we make about your project.

**1.2 Project topics:** the areas covered by your project. You can tick up to two boxes

### **2. Project Team**

Please have a look on the website: [www.co-management.info](http://www.co-management.info) to create an effective partnership with young people and experienced people to co-manage the project. Please note, that we will not use your details without your authorisation. Please give us accurate details and make sure to communicate the eventual changes.

**2.1. Young manager details:** E-mail address is a very important mean of communication. If you don't have one, it is necessary that you create one! If you are awarded you will have to e-mail or post Help Our Community committee as many reports requested (in general 2 up to 6, it depends on the length and on the project itself) during the implementation of your project. Each report will include a written update, photographs and accounts of how money has been spent. The young manager can be the leader of the project.

For birthday, please follow this format, DD/MM/YYYY (day/month/year), for example, 31/12/1984.

**2.2 Young Team Details:** Please write in the table the details of up to five most active young people in your team. Numbers of volunteer: If your team consists of more than 6 young

people (including you), please give us the number of young people volunteering for the project and the details requested.

**2.3. Project Mentor(s) Details:** An adult with experience in the field your project address has a very valuable role in supporting and advising projects. Experience proves that youth-led development works 100% better when you have a good mentor(s). Chose your mentor(s) carefully and tell us briefly what experience they have in the field of your project. If you are awarded the mentor(s) will have these responsibilities:

- S/he will be responsible for your project, giving advice, guide, suggestion and support when you need. But s/he will not directly help implementation of the project.
- S/he commits to prepare and send the mentor's report at the end of the project.
- S/he will communicate with Help Our Community! desk officers as necessary during the project.

**2.4 Project Evaluator(s) Details:** All sponsors require an independent, objective evaluation of your project. Find some one to do this for you (not a family member! Ask a teacher, a community leader or best, a journalist.) Again chose your evaluator(s) carefully. Make sure it is someone whom we can contact. It would be useful if they spoke English so that they can send their report directly to HOC committee. If you are awarded the evaluator(s) will have these responsibilities:

- S/he commits to prepare and send the evaluator's report at the end of the project.
- S/he will communicate with HOC committee as necessary during the project.

### **3. Your Organisation:**

If you are a member or staff of an organization, please fill in this part; otherwise please skip this part.

Mission and relevant parts: Please describe the organisation's mission which is relevant to your project.

### **4. Background [application form says where the project will take place; be consistent with words use; especially titles]**

**4.1 Project Context:** We need to get a sense of your community - what goes on there, what type of place it is.

**4.2 Specific Need:** What are the pressing community problems that your project addresses? (When thinking about the needs it is a good idea to conduct a survey/interview or hold a meeting first, to find out what other people think, gets their ideas and prove that these needs are real and are shared by others. You should draw up a needs summary.)

### **5. Project Summary:**

Here you give us a brief descriptive story of what you plan to do. If you have prepared a needs summary - show us how your project will address each need.

## **6. Action Plan: [application form uses the words: Project Schedule; be consistent]**

We need a simple step-by-step time-table for your action plan. In the 'Schedule' Column, write "Day ONE, Day TWO..." - "Week ONE, Week TWO" or "Month ONE, Month TWO..."etc. – depending on how long your project is going to take. Time the project from start to finish so that the funder knows what will be done by when.

## **7. Beneficiaries:**

Explain exactly who this project is aimed at. Please tell us how many people you estimate will benefit directly from your project throughout the life of your grant. Tell us about the people that will mostly benefit from your project. Show us how and when you have consulted the beneficiaries and if they have been involved in the planning and design of this project. Sometimes proposers dream up ideas without consulting the people they are aiming to help. We need to know that the beneficiaries have been involved and want this project to happen.

## **8. Outcomes/ Indicators**

What measures of achievement (indicators) your projects may be evaluated? Briefly describe what difference your project will make by listing up to four proposed outcomes. Consider what outcomes you aim to achieve and break these down into concise bullet points. Please list no more than four outcomes. We would like to know about the changes that happen as a result of our funding. We call these changes 'outcomes'.

## **9. Resources:**

Please be realistic as you prepare your resources: find lowest cost for materials, see what "in kind" donations you can get (these include donated materials, work space, donated labour, etc.)

### **9.1 Budget**

The budget must not be a general overview you must include every details of everything you might need, with each cost carefully researched and verified. Check prices of products or services you need at 2-3 places. Don't just guess! Exchange rate: 1 (local currency) = \$ .....: What amount of dollar(s) worth 1 unity of your local currency? After please convert the total in \$.

Important note: the HOC(Help Our Community) grant is up to **\$1,000**. We will reject every application form requesting more than **\$1,000** from the HOC fund.

### **9.2 Co-funding**

Please tell us if you are expecting or have received some money from other source(s) of funding. Please list down the name of the grant programme you have applied, or the name of the foundation, or the institution, etc. For Date, please follow this format DD/MM/YYYY; (day/month/year), for example, 01/12/2006. It is when are you expecting or have received some money from another(s) source(s) of funding?

**9.3. Low cost strategy (for title consistency, this should be In-kind donation as said in application form; you may write this way: *In-Kind Donation: Low cost strategy*)**

Many resources can be gained without spending anything! Make a list of what you actually need for your project and the different ways of getting that at low or no cost. (e.g. people resources, donations in kind, recycling, etc.)

#### **9.4. Income generating project**

If your project would generate incomes please give details and estimated provisional incomes.

#### **10. Sustainability:**

The best projects generally continue after the funding is over but funders are often ready to fund one-off projects and events. Let us know what you plan to do once the funding is finished. Are you planning to collaborate with other local organisations to keep it going? If your project will generate incomes, please explain us the incomes management strategy with an approximate schedule.

#### **Documents requested:**

- **Curriculum Vitae of the Young Manager (up to 1 page)**  
Please highlight your relevant experience useful to manage the project
- **Pictures: *A picture tells thousand words!*** We encourage every young project manager to take pictures of the project site, showing why the project is urgently needed, and also your team and the resources you will use (e.g. office, banners, tools, etc.). It is very important to have a visual reference of your project so that you can illustrate your project with it. Make sure that you give us the title of the pictures.

If you send them by e-mail send as an attached files title: HOC – title of the project – location – title of the picture. You can also send us as well logos, drawings, schemes, web links, etc. but don't forget to give explanations.

If you don't have access to a camera or if it is too expensive, you can search pictures on the Internet showing your locality or you can send schemes, draws, etc. by post-mail.

- **Minimum one letter of recommendation** from the organisation, mentor, evaluator, sponsors etc. Whatever the way you send it please put HOC – title of the project – location – letter of recommendation.

Important note: Please send the application and all required documents at once by the same way.

## **Sending the application form**

Please see our website for details of the programme timetable and for the application deadline dates. (<http://helpourcommunity.csaj-khmer.org>). Applications should be sent by email to [hoc.csaj@csaj-khmer.org](mailto:hoc.csaj@csaj-khmer.org) , or by post mail to: 5-29-38-102 Kaijin, Funabashi, Chiba, 273-0021, Japan

## **Advice and support**

The desks officers will try to provide you with support and advice during all the process. We highly recommend to have a look and to use the following websites:

Co-management: [www.co-management.info](http://www.co-management.info)

Peace Child International: [www.peacechild.org](http://www.peacechild.org)

Taking It Global: [www.takingitglobal.org/](http://www.takingitglobal.org/)

Youth Action Net: [www.youthactionnet.org/](http://www.youthactionnet.org/)

Naabur: [www.nabuur.com/](http://www.nabuur.com/)