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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project plan** | | | | | | | | | | | |
| **Region** | |  | | | | | **Category** | □ New □ Reapproved (Years) | | | |
| **Name** | |  | | | | | | **General Director** | |  | |
| **Address** | |  | | | | | | **Registration Number** | |  | |
| **Bank Information** | | **name:** | | | | | | **Account number** | |  | |
| **address:** | | | | | | **SWIFT CODE** | |  | |
| **Contact Information** | | **Name** |  | | | | **Mobile** |  | | | |
| **E-mail** |  | | | | **Fax** |  | | | |
| **Project** | |  | | | | | | | | | |
| **Duration** | |  | | | | | | | | | |
| **Targets** | |  | | | | | | | | | |
| **Goal** | | **SDGs** | |  | | | | | | | |
| **Expected Result** | |  | | | | | | | |
| **Action Plan** | | **Action Plan** | | | **Details** | | | | | | |
| 1. | | |  | | | | | | |
| 2. | | |  | | | | | | |
| 3. | | |  | | | | | | |
| **Budget**  (USD) | **Total** |  | | | | **Hansalim Foundation Fund** |  | | **Co-fund** | |  |
| Submit the Project Plan.  General Director: (Signature) | | | | | | | | | | | |



**Project Plan**

**A. Project Abstract**

* *The Project abstract should present a concise summary of the Project. It should include the need for the Project and the population it will serve, a brief description of the Project and its goals and objectives, as well as the applicant’s background and qualifications. Make sure you include how the Project will be evaluated to measure the success of the Projects.*

**B. Staff and Organization Information**

* *Include the staff qualifications, certifications, and skills. Describe the organization and include information indicating the organization’s capacity to implement and sustain the Project.*

**C. Statement of Need**

* *The statement of need should describe the problem that the Project will attempt to address. Also, describe the population that will be served.*

**D. Goals & Objectives**

**E. Project Description**

* *Describe the Project and provide information on how it will be implemented. Include information on what will be accomplished and the desired outcome.*

**E. Timeline**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **202\_\_\_\_ (Month)** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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**F. Evaluation**

* *Determine the effectiveness of the Project*

**G. Budget**

* *Include in the budget all expenses for your Project, including any co-funding that you are using from other sources.*

**Appendix** : 1. Business license

2.Annual Report if have one



|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Final Report** | | | | | | | | | | |
| **Region** | |  | | | | **Category** | | □ New □ Reapproved (Years) | | |
| **Name** | |  | | | | | | **General Director** |  | |
| **Address** | |  | | | | | | **Registration Number** |  | |
| **Contact Information** | | **Name** | |  | | **Mobile** | |  | | |
| **E-mail** | |  | | **Fax** | |  | | |
| **Project** | |  | | | | | | | | |
| **Duration** | |  | | | | | | | | |
| **Targets** | |  | | | | | | | | |
| **Outcomes** | |  | | | | | | | | |
| **Budget**  (USD) | **Total** | | Budget | | | | | | | |
| Revenue | | Actual Revenue | | Expenditures | | | Actual Expenditures |
| **Hansalim Foundation Fund** | | (USD) | | (USD) | | (USD) | | | (USD) |
| **Co-fund** | | (USD) | | (USD) | | (USD) | | | (USD) |
| Submit the final report.  General Director: (Signature) | | | | | | | | | | |

**Project Final Report**

**A. Key Milestones Tab**

* *Please fill actual key milestone results and identify any variance from predicted results.*

**B. Progress Narrative**

*Please provide the following information;*

1) Progress on Goals, activities, and timeline

* *outline your proposal (goal, activities, and timeline)*
* *List performance indicators used to measure progress toward your outcomes. Please provide the current data toward each indicator. Note and explain where targets have not been met or have far exceeded expectations.*
* *How has the Project and its outcomes contributed to improved outcomes for your target?*
* *Explain any activities or indicators that have changed since the initial plan*

2) Major Changes

* *Describe changes occurring within your organization and/or outside your organization that have an impact on the work supported by the fund (e.g., in the community, in your local government, etc.).*
* *Describe how you have responded or plan to respond to these changes.*

3) Evaluation

* *Please provide copies of any evaluation reports completed.*

**C. Financial report**

* *Include in the budget all expenses for your Project, including any co-funding that you are using from other sources.*

**Appendix** : 1. Bank Record

2. Financial report

3. Project Pictures (They would be used for Hansalim foundation PR materials.)

4. Others if you have one