

## Bomhhalnak ca tialning

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## Dalkhatnak

### **Bomhhalnak a phunphun (Differen types of submissions)**

#### Biahmaithi

"Bomhhalnak ca tialning" (submission writing) zoh dingin nan zapi sawm nan si. A hmasabik ah mibuu nih hman tawn a si mi bomhhalnak a phunphun kan zoh hna lai. Cun bomh hal hnawhchan le a reltu ding mipi kong kan zoh hna lai. Cu hnuah bomhhalnak ca tialnak ding caah zeitindah research tuah a si lai i zeitindah tial a si lai ti zoh hna usih.

Bomhhalnak ca tialnak kong he petlaiin hman khawh taktak awk ah zohchun awk pakhat in tar a si lai. Cucu mibuu hme pakhat chungin 'Nubuu nunphung zohkhenhnak buu' (Women's Cultural Centre) pakhat caah tangka bomhhalnak tialmi a si. Cu tangka bomhnak cu a um taktak lomi NGO pakhat a simi BSA sinin tlangcung miphun caah nubuu rianhma domhnak programme (Ethnic Minority Womens Initiatives funding Programme) tangin hal a si.

#### **Bomh halning a phunphun**

Bomh hal timi cu tuan timhmi (project) pakhat caah tangka bomhhalnak asiloah tuan timhmi (project) tuan dingin pom dingah ca in siseh, hmurka in siseh tial le chim mi a si. Tangka bomhnak hmuh dingin halmi cu tangka bomhhalnak (funding request) tiah ti khawh a si. "Bomhhalnak" (Grant Application) ti zongin auh khawh a si.

Tangka bomhhalnak cu a hlutu (donors) sinah tial a hau. A hlutu pawl cu cozah rian aa tuantu buu (government agency), ramkip fonh buu, (Bianabia ah United Nations, European Union), Foundation le a dang cozah he aa pethlai lomi buu NGO hna an si kho.

Tuan timhmi (project) caah hnatlak pinak halmi cu tuan timhmi halnak (project proposal) tiah auh khawh a si. Cucu cozah rian a tuantu buu hna asiloah khuachung zung hna sinah ca le hmurka in chimphuan khawh a si i, cu hna sinin nubuu tangka bomhhalnak caah pompinak halmi a si.

#### **Bomhhalnak ca pakhat chungah aa tel dingmi**

Bomhhalnak ca kipah biahmaithi, tuanbia hram, tuan timhmi (project) hmuichon, fianternak le tumtah mi a theipar hna aa tel lai.

**Tangka bomhhalnak ahcun tuan timhmi (project) i a dih dingmi budget aa tel zungzal awk a si. Asinain Tuan timhmi halnak (project proposal) tu ahcun budget kong aa tello men lai.**

## **Bomhhalnak i a hmuichon**

Bomhhalnak i a hmuichon cu tangka a bawmtu sinin tangka bomhnak hmuh a si ti hngalh peng ding a si. Bomhhalnak chung i aa telmi vialte nih tuan timhmi (project) cu tangka bomh a tlak ko tiah careltu nih an pomnak hnga aa tinh ding a si.

## **Bomh halmi mipi**

Bomh halmi mipi cu bomhhalnak careltu an si. Careltu timi cu bomhhalnak ca a rel i biachahnak a tuahtu buu asiloah buu pakhat khat chung minung an si. Bomh halmi cu careltu caah aa tlak mi le a hman mi a si awk a si.

Tangka bomhhalnak careltu cu cozah rian aa bawm mi riantuannak hna cozah tampi fonhin sermi ramkip fonh buu hna, company pakhat, chawlet riantuannak pakhat, foundation pakhat, zumh mi minung hna in sermi buu (private trust), a dang cozah he pehtlainnak a ngeilo mi (NGO) pawl an si kho. Hi hna hi tangka a bawmchan khomi an si.

Cupinah na tuan timhmi (project) cu zeibantuk tangka bawmchantu nih dah bomh an duh ti le cu tangka a bawmchantu hna nih zullh awk ah an chiahmi phung kawlhawl le theih a biapi ngai.

Cun bomhhalnak caah na tarmi cungah a ho nihdah biachahnak a ngeih lai ti hngalh a biapi ngai fawn. Biachahnak a ngeitu dingcu cozah vuanci pakhat khat, cozah riantuannak buu chungin pakhat khat, cozah riantuantu buu vialte fonh in tuahmi committee pakhat khat, mibuu aiawhtu hna a siloah ram pakhat aiawh in thlahmi hna zong an si kho.

Cu hna cu bomh halmi thlennawnnak a tuah khotu le a hlawhtlin ter kho tu an si.

**Lentecelhnak pakhat ah i tel ve na duh ahcun cu lentecelhnak i zullh ding mi phunglam na hngalh hna a herh.** Buu pakhat i a sining le a kal ningcang na hngalh asiahcun hlawhtlinnak hmuh khawh a si.

Project pompinak caah bomh halmi buu cu (tangka lei bawmchantu nakin) na project caah pompinak an ngeih piaktu buu a si deuh.



## **Timhlanhnak le tangka bomhchanhnak he a pehtlai mi rian dot hna (Planning and funding processes)**

Tangka bomhhalnak sok a si tikah a bawmchantu hna i an rian tuanning he aa tlak in sok ding a si. Bianabiaah a cheukhat tangka bawmchantu hna cu caankual (cycle) an ngei tawn i, cu cu kumkhat maw kumhni a si tawn. Cu caah a ra laimi caankual chungah zeibantuk project caah dah tangka bomh a si lai ti hlankan tein hngalh a hau. Cu caah zeibantuk project dah bomh ding a si ti tuan piin biachahnak an ngei tawn.

Tangka a bawmchantu kip nih project an bomh tikah rikhih mi an ngei. Cu caah mibuu a phunphun hna nih bomhnak an hmuhkhawhnak hnga a cuh in i cuh a si.

Cu caah tangka bomhchanh tikah zeibantuk timhlanh mi riantuannak dah an ngeih ti hngalh a herh i an duh ning tein bomhhalnak tial a biapi ngai. Cun zeibantuk project caah dah an sok lai ti hlankan tein hngalh an duh tawn. Aruangu timhlanhnan an ngeihmi chungah telh an duh caah a si.

A bawmchantu buu pakhat nih a ngeih mi caankual timi cu an sinah bomhhalnak sokmi cohlan caan, sokmi cungah tuaktan caan le bomh ding, bomh lo ding ti biakhiaknak caan an si.

Bianabia ah bomhhalnak sokmi ca a hnuvik cohlan nithla cu November thla dih a si lai tiah a bawmtu nih ri a khiah khawh. November thla hnu i a phanmi bomhhalnak ca cu a ralai mi kum chung caah ruahpiak a si ti hnga lo.

Bomhnak a petu a phunphun hna nih thil sining konghe hngatchan in caankual an chiah ning an i dang cio. Cu ti i caankual an chiah mi hngalh i, cu he aa tlak in timhlanhnan ngeih ding a biapi ngai.

### **Biatlangkawm (summary)**

Hi tlangtar tangah hin mibuu nih an hman tawnmi bomh halning a phunphun, mipi le a hmuichon kong kan hrilhfiah cang.



## Dalhnihnak

# Tangka bomhhalnak caah i timhtuahnak research rian

## Biahmaithi

Tangka bomhhalnak caah na timhtuah tikah a herhmi research rian pawl kan zoh hna lai. Bomhhalnak caah aa tel dingmi thawngpang khawmhsuat tikah a herhmi research zeitindah kan tuah lai, zeitindah kan i timhtuah lai i, zeitindah fianter a si lai ti kan zoh hna lai. Cun bomhhalnak ca tialmi a reltu ding mipi nih an herhmi thawngpang tete zong kan zoh hna lai i, cu thawngpang pawl cu khoika ahdah lak le khawmhsuat a si lai, research cu zeitindah tuah a si lai timi zong a hnuhikah kan zoh hna lai.

## Bomhhalnak ca a reltu (mipi) nih an herhmi

Tangka a bawmchantu hna nih project a herh ko ti a hmuhsak kho tu thil sining aa telmi bomhhalnak ca an herh. Cu chung ahcun project nih zeidah tuah a timh i zeibantuk herhhai dah a tlamtlinh lai ti aa tel ding a si.

## A bawmchantu nih zeiruang ahdah tangka bomhnak an pek

A cheukhat a bawmchantu nih tanhhlei mi mibuu an ngei i cu mibuu caah bomhnak an pek duh deuh. Bianabia ah ngakchia zohkhenhnak caah tangka bomhnak kawl na duh ahcun ngakchia zohkhenhnak lei ah bomh duhnak a ngeimi a bawmchantu buu hngalh ding a biapi ngai.

A bawmchantu hna nihcun an tumtahmi a chuahpi kho dingmi caah tangka bomhnak a dang tein an chiah piak tawn hna. A bawmchantu hna nih an bomhchanh ning programme hmuichon he aa tlak ko tiah an ruah mi project a ngeimi buu hna zulhawk phunglam a tuah tawn.

## Programme le project

Programme le project timi biafang cu aa khat nawn in hman a si tawn. Hi cauk chung tu ahcun programme cu a bawmchantu nih thazang a pekmi riandot caah hman a si lai. (Bianabia ah, a bawmchantu nih cutin, khatin siseh ti a duh mi rian dot)

Project timi biafang cu mibuu pakhat nih an timhmi riantuannak ah hman a si lai. Hi biafang pahnih i an i dannak fiang tein theih a biapi ngai.

**Community Management Extension Program**

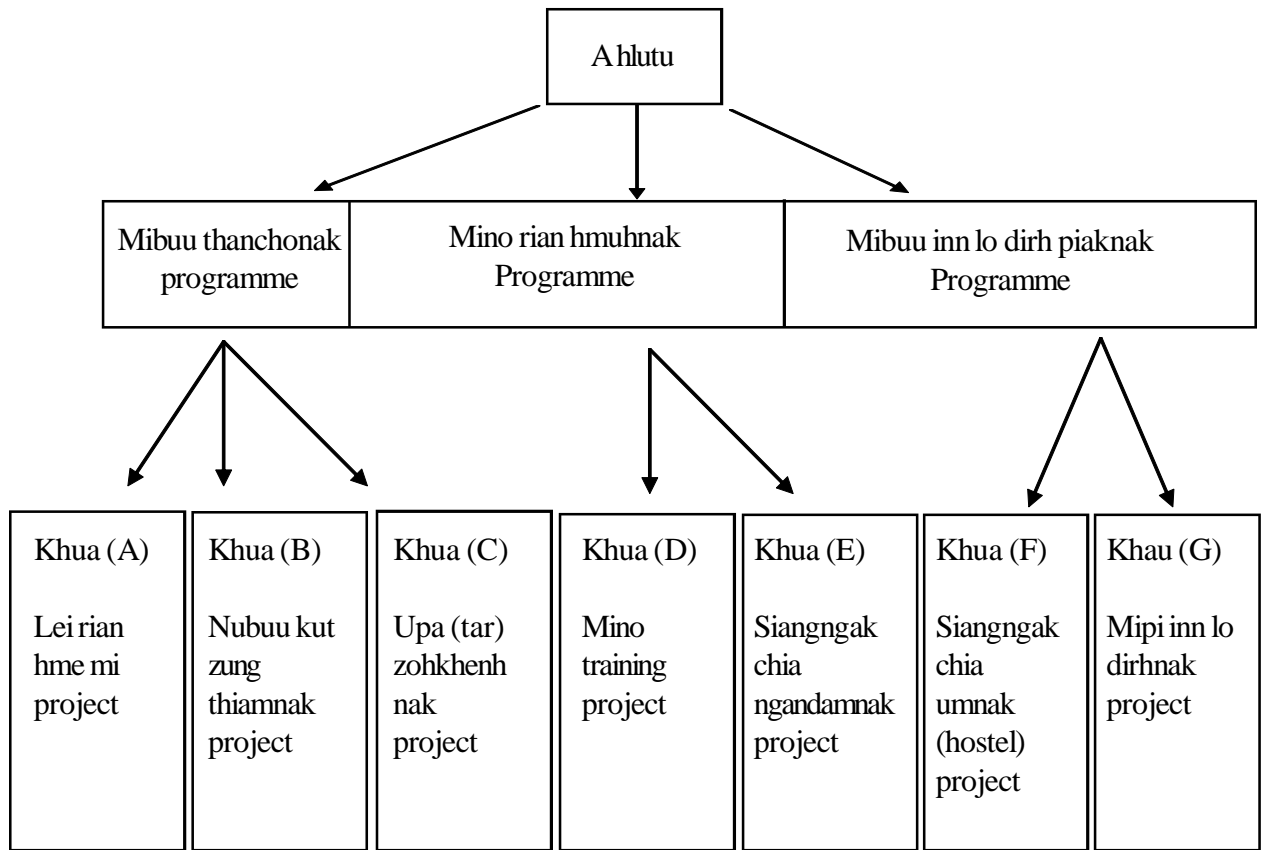
A bawmchantu hna nih cun an programme i zuhlawk phunglam an tuah mi he aa tlakmi project lawng bomhchanh dingin saduhthahnak an ngei. A bawmchantu pakhat nih cun project a phunphun caah programme a phunphun in an bomh tawn hna.



**Bianabia** ah - aa hrawm in bomhchanhnak a petu (partner donors) nih atanglei (3) hna cungah tanhnak an ngei kho. Cu hna cu -

- ❖ Mibuu thanchonak programme
- ❖ Mino rian hmuhnak programme
- ❖ Mibuu inn lo dirh piaknak programme hna an si.

Acunglei programme (3) cherhchan in project a phunphun bomh khawh a si.



**Tangka bomhchanhnak lam hmuhsaktu (Funding programme guidelines)**

Tangka bomhnak a ngeimi buu nih tangka bomhchanhnak programme caah lam hmuhsaktu dun le dan tial mi an ngei tawn. Hi dun le dan pawl nih hin programme chungah zeibantuk dah aa tel timi a hmuhsak. Cu hna cu :-

- ❖ A sok ningcang he pehtlaiin dun le dan suaimi.
- ❖ Hi programme hi zeitlukin san a tlahi asiloah zeitlukin dah a that ti tahnak caah chiahmi riantuan ningcang hmuhsaktu le,
- ❖ programme lam hmuhsaktu hna an si.

Lam hmuhsaktu (guidelines) chiah mi nih hin programme chungin zeibantuk riantuannak dah bomhchanh khawhmi a si ti fianternak caah programme tinhmi asiloah hmuichon a fian ter.

**Bianabia** ah ngakchia caah riantuannak programme a ngeimi NGO pakhat nih lam hmuhsaktu (guideline) chiahmi a ngei kho. Cucu -

- "Nau no a tlaimi nu hna riantuannak ah an i teltum khawhna hnga fa le zohkhenhna a tha mi hmunhma ah an fa le chiah dingin bomhchanh ding" ti a si kho.

Hi kongah tangka bomhchanh khawhmi riantuannak hna cu -

- ❖ Ngakchia zohkhenhna hmun (Childcare centres)
- ❖ Chun ngakchia zohkhenhna sianginn (Day care centre)
- ❖ Sianginn kai lo caan i ngakchia zohkhenhna pawl an si.

Acunglei i ngakchia caah riantuannak programme in ngakchia zohkhenhna pakhat caah tangka bomhhalnak mibuu pakhat nih a sok tikah a bawmtu ding nih an programme he aa tlakmi project a si tiah fiang tein langhter ding a si.

Cu hlei ah project i aa tinhmi hmuichon ning tein tuan taktak a si lai ti, bomhhalmi soknak chungah langhter a biapi ngai.

**Bianabia** ah, ngakchia zohkhenhna nih an nu le riantuannak hmunhma ah a kal ter khawh ko hna ti langhter duh ahcun a herhmi thil sining khawmhsuat in langhter a hau. Cu bomhhalnak caah research tuah tik zongah an nu le sinah hmaitonh in biahalnak va ngeih i an fa le zohkhenh piaktu hei um hna sehlaw zeibantuk rian dah an tuan duh mi a si timi tiang hal ding an si.

## **A hlu petu nih an duhsakmi (Priorities of donors)**

A hlutu hna nih tangka an bomhchanhna programme he pehtlaiin an chiahmi lam hmuhsaktu hna cu careltu mipi nih an duh ning tein tangka bomh hal a si, silo biapi in a hmuhsak tu a si. Cun a hlutu hna nih bomhchanhna an pek khawhna hnga a dang an herhmi a um, umlo zong hngalh ding a si.

A hlu petu hna nih zeibantuk project (tuan timhmi) dah bomhchanh dingin duhna an ngeih ti hngalhna nih na bomhhalnak a hlawtlin, tlinlo biachahnak a ngei fawn.

## A tlamtlingmi bomhhalnak

Zeibantuk tangka bawmchantu a va si zongah atanglei hna a kheng mi project cu a hlawh a tling ko lai. Cu hna cu -

- Bomhchanhnak caah a herhmi tahfung tlinnak
- A fiangfai mi tinhmi hmuichon le a theipar langhter khawhnak
- Tuan khawh taktak mi project sinak
- Tlamtlinh khawh ding a si kho mi
- Tangka a bawmchantu hna i an hlawhtlinnak a hmuhsaktu zohchunh awk pakhat a sinak.
- Tangka bawmchanh dingin biachahnak a ngeitu hna lungthin a cawlcanghtertu le thazang a petu sinak
- Tha tein tawlrel khawhnak le tangka lei kongkau ah fianfai tein tuanvo a la kho mi pawl an si.

## Khoika ahdah thawngpang cu khawmh a si lai?

Tangka bomhchanhnak hmuh dingin na duhmi project cungah hngatchan in bawmhnak a hmu mi na sinak hnga a herh mi thawngpang kawl a biapi ngai.

**Bianabia ah**, Upa (tar) zohkhenhnak project caah bawmhnak hal na duh ahcun na umnak chung i tar upa hna kong he aa pehtlaimi thawngpang na khawmh hna lai. Cun a rak um ciami tar upa zohkhenhnak nih zeibantuk thathnemnak dah a chuaipi timi le tar kong he a pehtlai mi kong vialte kawl a hau.

Cun pehzulh dingmi riantuannak asiloah rak tuan cangmi project caah tangka bomhnan hal na duh ahcun cu project bomhnan halnak ca rak tial ciami thawngpang chungin na hman khawh hna.

Project thar pakhat caah bomhhal na duh asiahcun cubantuk project bomhhalnak rak tial ciami kha na zohchun khawh. Cu chung cun aa tlakmi lak khawh a si.

Budget suainak ding caah na herhmi thawngpang cu mibuu zung chung file hna le a luancia tangka kum i tangka tlaitu report chungin lak khawh a si.

Project caah a dih dingmi he pehtlaiin thawngpang dang hna cu buu chung i meeting ah ceihhmai khawh a si.

Cun mibuu pakhat khat nih a khawmhkuat mi "mibuu kongah theihhngalh awk le herhhai tuaktannak" chung zongin duhmi thawngpang khawmhkuat khawh a si.

'Mibuu kongah theihhngalh awk' chungin cu mibuu kong cu theihhngalh khawh a si i, mipi hna an kum then, fimcawnnak, ngandamnak, le bomhhalnak ca he aa pehtlai mi thawngpang dang zong lak khawh a si.

Herhhai tuaktannak chungin mibuu chungah khua a sami buu then tete hna kong hngalh khawh a si i cu hna caah tlamtlinh dingin tuah a herhmi pawl thawngpang zong theihhngalh khawh a si.

Manager, zung riantuantu hna le committee chungtel hna nih project i, aa tinhmi hmuichon, zeitindah kal ter a si, mibuu caah zeitindah thathnemnak a chuahpi, zeitindah tawrel a si i tangka a dih ding mi zeizatdah a si timi kong a neknawi tiangin an theih khawh i ruahnak zong an pek khawh.

Cun mibuu caah bomhhalk ca a rak tial balmi zung riantuantu hna he i chonhbiaknak zongin san a tlaimi thawngpang hmuh khawh a si.

Mibuu pakhat asiloah buu pakhat khat nih project pakhat an i timhtuah tikah timhlahnak an ngeihmi cu san a tlai ngaimi thawngpang a si ti na hmuh khawh lai. Cu hna cu-

- ❖ Project min.
- ❖ Project nih a thathnem dingmi mibuu.
- ❖ Project nih aa tinhmi.
- ❖ Cu project tuah a sinak aruang.
- ❖ Project kal pining ( zeitindah hmuichon tlamtlinh a si lai?).
- ❖ A tuantu ding ( A ho nihdah a tuan lai?).
- ❖ Project tumtahmi (hlawhtlinnak).
- ❖ Hlawhtling a si ti theihnak ca ding i hman dingmi tahfung
- ❖ Project tawrelnak tungtlang hna an si.

### **Thawngpang khawmhsuatnak caah research tuah ningcang**

Bomhhalk ca tial tikah san a tlai mi thawngpang hna cu i rualrem tein chiah khawhnak ding caah acunglei i langhter mi hmumhma hna ah va panh in thawngpang lak khawh an si.

Ca na rel tikah siseh, mi he nan i chonh tikah siseh san a tlai lai tiah na ruahmi poah cu na tial ding a si. Na theihmi thil tete kha a biapi tiah na ruah ahcun nai chingchiah ding an si.

A tu ah san a tlai lo tiah na ruah mi hna zong bomhhalk ca a hmanung bik na tial tikah na herh than te hna lai.

Na rak tialmi vialte kha a hramin a dongh tiang na rel than a hau i cu chungah bomhhalk caah zeidah a herh ti na tuaktan a hau. Thawngpang na theihmi an zapi tein na hmang theng hna lai lo. A tawinak in na cherhchan men hna lai. Asinain report na rel tikah na chingchiah hna an hau lai.

## **Programme caah research tuahnak (Hmaitonh biahalnak)**

Project kong he pehtlain zung riantuantu hna si hna seh, committee upa si hna seh, hmaitonh in biahalnak na ngeih hna a hau. Zeiruang ahdah hi project hi a herh, zeitindah tuan a si lai? Hi project i ai timhmi zeidah a si timi pawl hal ding an si.

File na rel hmasa lai. Cu hnuah biahalnak timhlahnak na ngei lai. Na timhlah hnu lawngah zung riantuan tu hna siseh, comittee upa hna siseh, khuachung mipi hna siseh, biahalnak na ngeih hna ding a si.

Biahalnak na tuah dingmi cu raling tein na timhlah hmasa a hau. Cu ti a si lawngah na herhmi thawngpang na khawmhsuat khawh lai.

Cun hi project hi zeitindah a kal lai tiah mipi nih project kongah mah tein an tuaktannak hnga biahalnak ngeih ding a si. Cuticun a ralai mi caan caah tuaktannak an ngei kho lai.

## **Tangka bomhchanhnak programme research tuahnak**

Philh lo ding a simi cu bomhhalnak ca na tialmi a reltu nih zeidah a duh ti na hngalh ding a si i cu ning hoih tein na tial ding a si.

An duh mi na hngalhnak ding caah tangka an bomhchanhnak programme lam hmuhsaktu na rel a herh lai.

Cun bomhchanhnak programme kong he pehtlain thawngpang a ummi vialte zong na rel dih a herh. A si khawh ahcun tuanvo a ngeitu lutlai he i ceihhmai ding a si i, i ceihhmai hlanah na theih duhmi kong he pehtlain biahalnak na timhtuah hmasat ding a si.

## **Project caah a bawmtu kawlnak**

Bomhhalnak ca tial dingah san a tlai kho mi thawngpang pawl cu buu dang chungin zung riantuantu hna le committee chungtel sinin lak khawh a si, silo na tuaktan a hau fawn.

Cu hna nih nanmah buu lawng nih hi project hi nan tuan ding a si i midang buu nih cun an tuan ding a si lonak kong aruang le achan an hmuh ning an i cheuh khawh. Cu ti asiloah an mah buu he i fonh in bomhnak hal ahcun a tlam a tling deuh hmanh maw ti zongin ruahnak an i cheuh khawh.

## **Thawngpang zehmanh um loin i thoknak**

Zung file hna, meeting biachahnak hna, cu hlan i rak tial cangmi bomhhalnak ca hna, report pawl le ca chuahmi hna cherhchan in na herhmi thawngpang a za na ti khawh. Cu ti siloin cherhchan ding thawngpang a tlawm tuk caan le cherhchan ding zehmanh a um lo caan zong a um kho.

## **Research tuahnak ding caah i timhlahnak le research tuahnak**

Research tuahnak ding caah i timhlah le research tuah khawhnak hnga caah cun bomhhalnak chung i telh dingmi thawngpang pawl hun hngalh than ding a biapi ngai. Cu ti i telh dingmi hna cu -

- Project i ai tinhmi mibuu
- Project nih zeidah a tuan lai?
- Project hmuichon.
- Project tawltreling
- Mibuu caah zeibantuk hlawknak dah a chuahpi lai?
- Project a hlawhtlin ning zeitindah tah a si lai?.
- Project nih zeibantuk thathnemnak dah a chuahpi lai?
- Project nih zeibantuk herhhai mi dah a tlamtlinh lai timi pawl an si.

### **Biahalnak i timhtuah ning**

Acunglei i tarmi pakhat cio he pehtlaiin thawngpang pawl zeitindah lak a si ti na hngalh fian cang a si ahcun cu thawngpang pawl umnak hmun ah na kal a hau.

Cubantuk thawngpang laknak hmunhna hna a si mi zung riantuantu hna, committee upa hna le a dang mibuu sinah na kal hlan ah hal dingmi biahalnak na timhtuah a hau.

Cu biahalnak pawl cu bomhhalnak ca na tial tikah a herh dingmi pawl an si.

Aherh lomi le aa pehtlai lomi tampi hal lo ding a si. Atanglei bantukin bialehnak a kau mi zong na hal khawh hna.

"Hi ka hrawng hrang i a ummi ngakchia hna caah zeidah tuah khawh a si lai tiah na ruah?"

Cu ti siloin bialehnak a bi deuhmi zongin na hal khawh.

"Hi ka hrawng ngakchia hna caah tuahpiakmi an i za maw, zalo?" ti bantukin hal khawh a si.

Zei a va si poah ah na chingchiah mi poah cu bomhhalnak ca na tial tikah a tha hnem ngaimi an si kho.

Cupinah biahalnak chungah ze i pawl dah telh ding a si ti cu nangmah tein na tuaktan ding a si. Biahalnak i timhlanhna cu caan a la tukmi a si caah a herh taktak mi lawng ruah ding a si.

### **Tonnak hmun le caan sersiamnak (making appointments)**

Biahalnak na timhtuah dih tikah na herhmi zung riantuantu, committee upa le a dangdang hna he hmaitonh biahalnak ngeih dingah na va fuh hna a hau. Cu hna he i tonnak hmun le caanrem sersiam ding a si pinah zeibantuk kong dah hal an si lai ti zong hngalhter chung ding an si.

## Chingchiah mi tialnak

Research tuah tikah a biapi ngaimi pakhat cu mi bia lehmi le an ruahnak an chimmi pawl i chingchiahnak dingah ca in tial a si.

Chingchiahnak na tialmi cu bomhhahnak i na hman dingmi thawngpang caah bawmchantu tha an si i bomhhahnak na tial mi ca, a reltu hna ca zongah bawmchantu tette tha an si.

**Bianabia** ah, khuachung ngakchia hna sianginn an kai lo caan karlak zohkhenhnak caah bomh hal dingin research tuah na hau kho men. Cutikah ngakchia pawl sianginn kai lo caan ah zeihmanh tuah piakmi a um lo tiah hmaitonh in bia na halmi pakhat nih an leh khawhmi a si.

Cun ngakchia hna caah pakhat khat tuah piak ahcun rit khawhnak sii thalo (drug) an hman mi a ngolter hna lai tiah a ti khawh men. Ahmasa deuh bialehnak nih ngakchia hna caah project a herhnak kong a si hnga i, a pahnihnak cu project tuahnak nih zeibantuk thathnehnak dah a chuaipi lai ti a hmuhsak hnga. Hi ti an chimmi pawl na rak i tialmi hna kha zohthan in bomhhahnak i na telhmi hna he zohchih ding a si. Hi hi kan zoh dingmi "Bomhhahnak i timhlanhnak" caah a biapi ngai.



## Biatlangkawm

Hi tlangtar tengah hin bomhhahnak ca pakhat tial timh tikah a herhmi research kong kan zoh cang. Cun thawngpang khawmhsuatnak caah zeitindah timhlanhnak a changchang in ngeih a si lai i, na bomhhahnak ca a reltu ding mipi nih teh zeidah an herhmi a si ti zong kan zoh cang. Adonghnak ah khoika ahdah a herhmi thawngpang cu lak le khawmhsuat a si lai i bomhhahnak ca pakhat tial tikah a herhmi research timhlanhnak le zeitindah research tuah ding a si ti zong kan zoh cang hna.



## Dalthumnak

### Bomhhalnak ca tial tikah i timhtuah ningcang

#### Biahmaithi

"Bomhhalnak ca tialning" i a pathumnak tlangtar zoh dingin nan zapi sawm nan si. Hi tlangtar tengah hin bomhhalnak ca tial tikah aa telmi timhlanhnak kong kan zoh hna lai.

Bomhhalnak ca i a hmuichon cu tangka a bawmtu nih an chiahmi lam hmuhsaktu (guide lines) he an luan ning aa khat in kan hon fianter lai. Cun bomhhalnak ca a tungtlang (structure) le a chung ummi hna zong kan zoh duahmah hna lai.

Bomhhalnak ca tialmi pakhat chungah a dot in dot nga a um.

- ❖ Biahmaithi (tuanbia hram)
- ❖ Project hmuichon.
- ❖ Project kong fianternak
- ❖ Project theipar
- ❖ Budget hna an si.

Cu hna pakhat cio i an i tinhmi kan fianter lai.

Cun bomhhalnak a dot pakhat cio chungah telh dingmi thawngpang hna le bomhhalnak tial tikah hman dingin aa tlakmi holh kong zong kan i ceih hna lai.

#### Bomhhalnak ca i, a hmuichon

Bomhhalnak ca tialmi i hmuichon, project hmuichon le tangka a bawmchantu hna i an bomhchanhnak programme tinhmi hna hi pakhat le pakhat an i pehtlai.

Bomhhalnak ca tialmi i hmuichon timi cu bomh na halmi a tlamtlinnak hnga na ruahchan mi hmuichon a si.

Bomhhalnak ca i a hmuichon cu, cu halnak ca i tinhmi he pehtlainak an ngei.

Bomhhalnak ca tialmi cu project pakhat tuannak caah a herhmi tangka bomhnak hmuh ding a si ahcun cu bomhhalnak i a hmuichon cu tangka bomhnak hmuh kha a si.

Cun bomhhalnak ca tialmi cu mibuu council nih hngakchia zohkhenhnak pakhat tuahnak ding caah pompinak (approve) tuah ding asiahcun cu bomh halmi i a hmuichon cu pompinak lak kha a si.

Project i a hmuichon cu na project nih a tlam a tlin ter lai tiah ruahchannak na ngeihmi a si. Project i, a hmuichon cu project nih a tuan dingmi herhhai he an i pehtlai lai.

Tangka a bawmchantu hna bomhchanhnak (funding programme) hmuichon cu mibuu nih an tuan dingmi project caah bomhnak peknak thawngin hlawhtlinnak hmuh dingin ruahchan mi a si. Acheukhat bawmchantu hna nihcun lam hmuhsaktu (Guide lines) tialmi an ngei.

Nu he aa pehtlaimi project pakhat i bomhhalnak hmuichon cu, Nu project caah tangka bomhchanhnak hmuh a si.

Project tinhmi cu nu pawl caah thathnemnak um dingin ruahchan a si.

Hi cauk chung ahhin a um taktak lomi mitthlam lawngin cuan termi BSA tiah auh mi tangka bawmchantu pakhat i an bomhchanhnak programme mitthlam in kan suai hna lai.

Hi programme ah mitthlam in suaimi bomhnak a petu buu (BSA) nih mitthlam in tuan tinhmi Kawl nu hna i an project caah tangka an bomhchanhnak kong hon tial a si. Cu programme i aa tinhmi cu,

- Tlangcung nu hna i an nunphung kha techin fapar tiang zeitindah zohkhenh a si lai timi lamkawle le cucu tlangcung mi hna i an thanchonak caah hman ding.
- Tlangcung nu hna pakhat le pakhat an i pehtlaihnik karhter dingle nubuu pakhat le pakhat le a dang buu hna he an i pehtlaih ning thancho ter ding.
- Tha deuhin ngandamnak lei i zohkhenhnak, fimcawnnak le nu hna covo kaiternak thawngin tlangcung nu hna an nunning thancho ter ding le thawn ter ding hna an si.

Bomhhalnak ca i aa tinhmi cu tangka a bawmchantu buu pakhat i an programme chungin tangka bomhchanhnak hmuh ding asiahcun bomhchanhnak programme (funding) i, a hmuichon cu cu tlangcung nu hna bomhchanh kha a si. Cu ti a si tikah na project nih tangka bomhnak programme hmuichon he aa tlak mi a si zia na tialmi chungah fiang tein hmuhsak ding a si.

Hihi bomhhalnak ca i aa tinhmi hmuichon, project i a hmuichon le tangka bomhnak programme hna pakhat le pakhat an i pehtlaih ning a si.

Hi hmuichon (3) hna pakhat le pakhat an i pehtlaih ning hi a biapi ngai i cuti an i pehtlaih ning cu bomhhalnak ca chungah fiang tein langhter ding a si.

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## Lam hmuhsaktu chungah aa telmi thawngpang dang (Other information in guide lines)

Tangka a bawmchantu hna i an chiahmi lam hmuhsaktu chungah programme tinhmi lawng siloin a dang thawngpang an i tel kho. Cu hna cu -

- ❖ **I tinhkhunmi mibuu hna** (*Bianabia ah*, nu hna, ralzam hna, rian ngei lo mi hna, ngakchia, mino hna le tar upa hna an si kho).
- ❖ **Adang tinhkhun mi rian** (*Bianabia ah*, rian thiamning kaiternak, nunphung kilvennak, ngandamnak lei thanchonak, sianginn cacawn dih hnu caan karlak ngakchia zohkhenhnak)
- ❖ **A dang rian tuan ningcang** (*Bianabia ah*, training a dih cang mi cawnpiaktu hna hmannak, hngakchia zohkhenhnak caah training tuahnak, mah lungtho in rian a tuan mi hna).
- ❖ **A um ciami project asiloah project thar** : - Tangka bomhchanhnak lam hmuhsaktu (guidelines) chungah an bomh cuahmah mi project asiloah an bomh khawh dingmi project thar kong ai tial kho men. Cupinah tangka a bawmtu hna i lam hmuhsaktu nih zeibantuk ahdah tangka hman a si lai ti zongin ai tel kho. Cun hlawh tibantuk kong zong ai tel kho.
- ❖ **Bomhhalnak sokmi phih nithla**: - Tangka a bawmchantu nih a dang a langhter khawh rih mi cu bomh halmi ca zeitindah cohlan ding a si lai timi rian dot zong a telh chih khawh.
- ❖ **Bomh khawh mi tangka tlawmtam** : - Cun tangka a bawmchantu nih thawngpang dang chungah bomhchanh khawh dingmi tangka a tambik zat le a tlawmbik zat zong a langhter mi a um. Acheukhat programme nihcun bomhchanhnak pek hlanah an ngeih ciami tangka chap dingin an mah tein tangka kawlnak an ngei tawn.

## Lam hmuhsaktu le zohchunh awk bomhhalnak pungsan (Guideline and sample submissions)

Mitthlam in suaimi bomhhalnak caah bomhchanhnak programme nih zeibantuk riantuannak theng dah bomhchanh ding a si tiah rikhiahnak a um lo. Cu caah nu he a pehtlai mi riantuannak caah bomhchanh khawh a si tiin ruah khawh a si. Zohchunh awk caah tial lai mi bomhhalnak i aa tinhmi mibuu cu tlangcung nu hna an si.

Tangka a bawmchantu hna i an bomhchanh ning (funding programme) tinhmi zong tlangcung nu hna caah tiah tial a si. Cu caah i tinhmi mibuu cu (target group) BSA i an programme a si mi "tlangcung nu hna rianthoknak caah tangka bomhnak programme" tangah a luh ko caah bomhchanh dingin aa tlak ko tiah hmual ngeih ter ding a si.

## Bomhhalnak ca a tungtlang

Tangka a bawmchantu nih bomhhalnak ca zeitindah tial ding a si tiah an chiah mi hngalh a biapi ngai. A dang tein soknak pungsan an tuahmi zong a um kho. Pungsan ngei loin bomhhalnak na tial ding asiahcun na tialmi chungah a hlu petu hna nih an herhmi thil dot (5) na hmuh lai. Cu hna cu:-

- ❖ Biahmaithi (Tuanbia hram)
- ❖ Project hmuichon.
- ❖ Project kong fianternak.
- ❖ Project theipar
- ❖ Budget hna an si.

Cun a dangin chiahmi bomhhalnak pungsan na hman ahcun cu pungsan chung i biahalnak nih acunglei panga hna chang duahmah in a hal lo kho men. Asinain halmi poah cu acunglei dot 5 hna he pehtlaihnak an ngei lai.

Mitthlam in suaimi tangka bawmchantu pakhat a simi BSA nih tlangcung nu hna rian thoknak caah tangka bomhnak programme i bomhhalnak pungsan (Grant Application form) pakhat zohchun awk ah kan hman hna lai.

## **Bomhhalnak ca chungah aa telmi dot 5 nih an i tinhmi**

Bomhhalnak ca tialmi chungah aa tel mi dot 5 hna nih i tinhmi an ngei cio. Dot khat cio i an i tinhmi nih an mah le an dot cio ah zeipawl dah telh an si lai i zeitindah tial a si lai timi a kan chimh.

### ***A dot hna (stage)***

#### **Biahmaithi (tuanbia hram)**

Hi dot nih hin tangka bomhchanhnak kawl hnawh chanmi project i a um tuning le bomhhalnak a soktu buu kong a langhter ding a si .

Hi biahmaithi nih aa tinhmi cu bomhhalnak chungah aa tel dingmi kong he pehtlaiin ca reltu nih rel hram an i thok bakin thil sining a tawinak in an hngalhnak hnga caah a si.

Tuanbia hram nih bomhhalnak ca i a tuanbia hram a langhter. Zeibantuk buu nih dah an sok? Cu buu nih zeibantuk rian dah an tuan? Zeibantuk rian dah an rak tuan cang timi zong a langhter.

#### **Project hmuichon**

Hi dot nih aa tinhmi cu project nih zeibantuk hlawhtlinnak dah a hmuichon a si i zeiruang ahdah tangka bomhchanh dingin a biapit ti fianternak a si. Ca reltu nih project hmuichon a rel tikah project hmuichon le tangka bomhchanhnak programme i a hmuichon an i khah, khah lo biachahnak a ngeihter khawh.

#### **Project kong fianternak**

Hi dot nih aa tinhmi cu zeidah tuan a si lai, a ho nih dah a tuan lai, zeitik ahdah tuan a si lai, zeitindah tuan a si lai, a ho nih dah a tawltreil lai, a ho nih dah project zung rian a tlaih lai i hi project in a ho nih dah hlawknak an hmuh lai ti a langhter ding a si.

## Project theipar

Hi dot nih aa tinhmi cu hi project i a hlawhtlinnak zeitindah tah a si lai ti langhternak a si. Cu cu careltu sinah hmuhsak ding a si i a hlawhtlin ning a langhtertu kong tete hmangin langhter ding a si. Cu kong tete hna cu riantuan khawh ningcang a hmuhsaktu tiah ti a si i a phunphun in tahnak ngeih a hau.

## Budget

Hi dot nih aa tinhmi cu project rian a kalkhawhnak hnga caah tangka zeizatdah a herh timi hmuhsaktu a si. A biapi mi cu Project caah tangka bomhnak zeizatdah hal a si lai i, bomhnak tangka cu zeitindah hman a si lai ti kha ca reltu nih an hngalhfiannak caah a si. Cu nih cun Project a hmetngan a hngalhter colh i a herhmi tangka zat (bomh halmi tangka zapi ) zong ca reltu nih an hngalh colh .Cu tikah hi project hi zeitluk a biapi mi a si ti kha an hngalh lai i bomh khawh mi tangka he tahchunh in tuaktannak an ngei lai.

## Bomhhalnak a dot kipah thawngpang hmanna (Using information in each stage of submission)

Bomhhalnak a dot pakhat cio i an i tinhmi lungfiannak thawngin an mah le an dot cio he aa tlakmi thawngpang hna hman in tial ding an si. Zeibantuk dot nih dah zeibantuk tinhmi dah a ngeih ti kha fiang tein a tial a hau. Cupinah cu tinhmi he pehtlain zeibantuk thawngpang dah khoika zawn ahdah tial ding a si lai ti kha a tialtu nih a theih ding a si.

## A dot hna

### 1. Biahmaithi (Tuanbia hram)

Hi dot nih hin bomhhalnak kong he pehtlain theihngalh ternak a ngei i a tuanbia hram zong a langhter. Bomhhalnak a tialtu buu i an tuanbia hram tialmi nih zeitindah hi project rak thok a si ti le an buu kong a langhternak ah atanglei hna an i tel ding a si.

- Bomh haltu buu min.
- Bomh haltu buu i a tuanbia hram.
- Bomhhalnak ca he pehtlainnak a ngeimi committee, council chungtel hna an min
- Pehtlainnak ding hmunnhma (address le phone number).
- Bomh haltu buu zung.
- Cazin a zoh (check) tu he i pehtlain khawhnak (Address) (*aum ahcun*)
- Bomh haltu buu i 'Bank' cazin.
- Tangka bomhnak a rak hmu balmi asiahcun a caan hman tein rak pekmi report le cu report cungah lungtling a rak sining.
- Tawreltu committee nih bomhhalnak ca i tarmi cungah hnatlak pinak a ngeihmi le bomhhalnak chung i telmi vialte a hman ko ti hnatlak pinak a ummi langhternak.

## 2. Project hmuichon

Project hmuichon timi cu hi project in hmuh lai dingmi hlawhtlinnak a si. Hi dot chung i aa telmi thawngpang hna nih project nih zeidah tlamtlinh dingin aa timh timi fiang tein a langhter lai.

### *Tinhmi tial tikah -*

"Bomhkhawhnak ding caah", "Thanchonak ding caah", "Kauhternak ding caah" ti bantu kin tial ding a si.

Tinhmi cu fiang tein langhter ding a si i project nih a tuan taktak hnga dingmi he aa pehtlai mi a si ding hrim hrim a si. A biapibik mi cu project a tinhmi cu tlamtlinh khawh taktak mi le thil a sikho dingmi a si awk a si. Cucu tangka a bawmchantu hna i an bomhchanhnak programme tinhmi he zong an i pehtlaih ding a si fawn.

**Bianabia ah**, nu hna caah tuan tinhmi project i aa tinhmi cu "khuachung nungak tleirawl (young women) hna nih cawlcanghnak an ngeih khawhnak hnga bomhchanh ding" tibantuk a si kho.

A kau deuh in tinhmi ah "khua chung nu vialte an nunning a thanchonak ding caah" tibantuk zong a si kho.

Asinain cu tinhmi cu a kauh tuk tikah tuan khawh taktak ding mi a si lo. Na tinhmi cu a si kho taktak ding mi le tlamtlinh khawh taktak mi a si awk a si. Puitling a si rih lomi nu hna cawlcanghnak caah (khuachung i tleirawl vialte siloin) tiah tinhmi cu a si kho taktak mi a si i na lim dih hnu ah tette na piah khawh ko lai.

Cun tinhmi cu caan zeimawzat chungah tlamtlinh ding a si i tangka bomh chungah lim dingmi a si awk a si. A hramthok ah kumkhat chung lawng bomh ding asiahcun cu caan chungah tinhmi hlawhtlinh khawh a si ko lai tiah na langhter a herh. Cu caah tinhmi cu a sikho taktak dingmi a si awk a si.

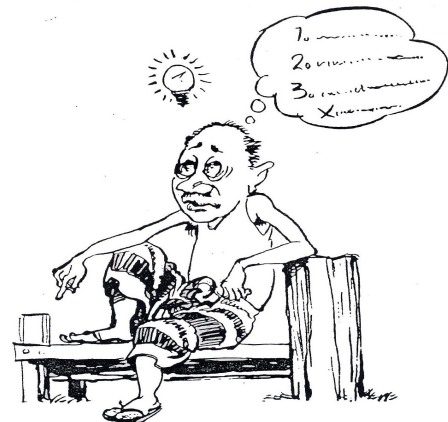
**Bianabia ah** "A puitling rih lomi nu hna cawlcanghnak caah bomhchanh ding" ti va sisehlaw bomhnak tangka a dih hlanah lim khawh dingmi project a si.

Tinhmi kan ti tikah "khuachung nu vialte hna an nunning thanchonak caah" tiah va sisehlaw cu tinhmi cu bomhnan an hmuh caan kumkhat chungah lim khawh dingmi a si lo pinah a hlawhtlinnak zong tah a har ngai ding a si. Cu caah tinhmi cu tlamtlinh khawh mi a si ding a si.

## Project kong fianternak

Project kong fianternak ah atanglei pawl an i tel lai.

- ❖ Hi project in zeidah tuah na duh?
- ❖ Tangka bomhchanh a si ah project nih zeidah a chuahpi lai, zeibantuk cawlcanghnak dah a si lai?
- ❖ Khoika hmunhma ahdah tuan a si lai? Tuan dingmi a neknawi tiang in langhter.



- ❖ Zeiruang ahdah hi project hi a tha mi ruahnak a si? ( a rem a tha ti fianternak) Hi project tuan dingah a herhnak aruang? Zeiruang ahdah ca reltu (mipi) nih hi project tuan ter an duh? **Bianabia ah** nu lei caah bomhchanhnak programme nih nu lei bomhchanh dingin duhnak an ngeih ahcun bomhhalnak ca chungah project zong nih cucu aa hmuahchih mi a si ti hmual a ngeihter a hau.
- ❖ Hi project in a hodah hlawknak a hmu lai? Hi nih hin project nih a sawh duhmi mibuu a fianter.
- ❖ Project nih a khen ding mi mibuu kong he pehtlaihin cu mibuu i an herhhai, a ho nih dah an caah riantuan piaknak ngeih a duh i a tulio thil sining zaidah a lawh timi pawl a hmuhsak lai. **Bianabia ah** a puitling rih lomi nu hna le a puitling cangmi nu hna karlak ah i chonhbiaknak ah thazang a petu cawlcanghnak a um lo ahcun nu hna nih cu bantu cu tuan duhnak lungthin an ngeih asiahcun cu pawl cu na langhter ding a si.
- ❖ Aho nih dah project rian a kal pi lai timi nih project a tawlreltu hna le zung riantuantu hna kong a fianter. Cun project rian a kal pitu ding zung riantuantu hna nih an rak kai ciami training kong asiloah hi rian an tuan khawhnak dingah an herhmi zong telh chih ding a si.
- ❖ Cun hi project a tlam a tlin khawhnak hnga zeitindah na buah lai? Zeibantuk lam zulhin dah kalpi a si lai? Cun a puitling rih lomi nu hna i an tuanvo le an buah dingmi zong telhchih ding a si.
- ❖ Hi project hi zeitik ahdah tuan a si lai? Hi nih hin project i a tuan caan kha a sawh. A tuan caan hi a fiang ding a si. Cu lawngah ca reltu hna nih hi project hi zeitlukdah caan a lak lai? Zeitik ahdah lim khawh a si lai ti fiang tein a hngalh ter lai. Caan tawi te chungah zeibantuk dah buah khawh a si lai timi zong a theih ter hna lai. **Bianabia ah** zarhkhat, thlakhat, a rau deuhmi project caah kumkhat, ti bantu kin a si kho.

## Project theipar

A theipar nih project a hlawhtlin ning zeitindah tah a si lai ti a langhter. Cu nih cun project a dih tikah tumtah mi hlawh a tlin, tlin lo a hmuhsak khawh lai. Cu ti i project a hlawhtlinnak tahnak ding caah a tahtu rian tuan ning hmuhsaktu pawl a herh.

**Bianabia ah** nu hna i nunning a thanchonak kong cu tah dingah a har ngai . Asinain nifatin cawlcanghnak ah a rak i tel kho mi a puitling rih lomi hna an tlawmtam rel cu a har lo.

A rak chuakmi theipar cu "a puitling rih lo mi nu hna cu buah piakmi cawlcanghnak ah an rak i tel kho tiah" tial ding a si hnga. Cu ti riantuan ningcang a hmuhsaktu cu cawlcanghnak ah a rak i tel kho mi puitling rih lomi nu hna i an tlawmtam cu a si.

## 5. Budget

Budget nih cun project tuannak ding ca i chiahmi caan chungah a dih dingmi tangka a hmuhsak. Cu ka zawn ah cuzat, kha ka zawn ah cuzat a dih lai tiah a hmuhsak fawn. Project rian a tuantu dingmi rian tuantu hna a tlawmtam, an tuancan, project tuannak caah chiahmi caan, project tuannak caah a herhmi chawhram hna kong a neknawi tiangin na hngalh a hau.

**Bianabia ah** na herh ding mi hna cu : -

- ❖ Project tuankhawhna caah a herhmi chawhram cazin
- ❖ Cu chawhram cu tangka in tuaknak (ngeih mi thil), zung riantuantu hna le project caah a dih dingmi (rian caah a dihmi le nifatin a dihmi tiah thennak)
- ❖ Tuan dingmi pakhat cio caah zeizatdah a dih lai ti kha catlap cungah tial ding
- ❖ Riantuantu pakhat cio sinah pek mi thla hlawh le a hlei pekmi zeizatdah a si timi cazin tial ding. Zung riantuantu hna pek dingmi tangka a zapi zeizat dah a si ti tuak ding.
- ❖ Project tuan caan khiahmi chungah cu ka zawn, kha ka zawn ah a dih lai ti tuak ding.
- ❖ Chawtlang, thlahlawh le riantuannak ah a dih mi vialte fonh ding.
- ❖ A dihmi tangka a zapi fonh ding.
- ❖ Chawtlang chung ahcun mawtaw, inn le lo, seh thilri hna (**bianabia ah** computer, fax tibantuk) an i tel.
- ❖ Thlahlawh ahhin zung riantuantu hna zarhtin hlawh, a dang pek dingmi (Biababia ah inn man, dinhcan hmuhmi man le pension fund) pawl hna an i tel.
- ❖ Nifatin hmanmi ah telephone man, electric man, patrol, motor remhnak, liamkamhmi (Insurance), catialnak thilri, inn hlan man le mipi sin theihternak man (advertisement) an i tel.
- ❖ Budget na suai tikah ca reltu nih bomhnak tangka an pekmi santlai man ngei tein hman a si lainak kong fianh ding a si. A chim duh mi cu bomhnak na halmi tangka a zat cu project riantuannak caah a zafang a si i a vaivuanh ding a si lo ti fian ter ding a si.

## **Bomhhalnak ca tial tikah hman dingmi holh**

Bomhhalnak ca tial tikah a ho nih dah a rel lai? A ho nih dah biachahnak a ngeih lai ti tuaktan a biapi ngai. Cun an theihthiam bik dingmi holh hman ding a si.

Tangka a bawmchantu hna i an bomhchanhnak programme lam hmuhsaktu ah an hman mi holh in na tial a siahcun na bomhhalnak ca tialmi cu theihthiam piak deuh dawh ngai a si.

Nang tu nihcun na naihnam deuhmi kong pakhat na tial ko hnga nain careltu nihcun na buu kong le na khuaruah mi kong tlawmpal te lawng an hngalh khawh mi a si.

Cu caah bomhhalnak ca na tialmi chungah zeimaw kongah a neknawi tiang na tial a herh i cu zong cu bawmchantu i lam hmuhsak mi ningin a si ding a si.

Na buu asiloah midang buu hna i a hlawh a tlingmi bomhhalnak tialmi zohnak thawngin zeiruung ahdah a hlawh a tlinnak a si timi ruahnak na lak khawh.

Na bomhhalnak ca lawng siloin a dang bomhhalnak sok mi tampi zong careltu nih a rel khawh mi a si. Careltu nih na buu kong a zapiin a theih dih lai ti zong ruah awk a tha lo. Bomhhalnak ca cu report zong a si lo i tuanbia zong a si lo. A tawi i a fiang mi a si awk a si i project caah tangka bomhchanhnak hmuh dingah zeitluk in dah a biapit timi a fianter awk a si.

Bomhhalnak na tial tikah mibuu committee, Mibuu council in hnathlak pinak na lak hmasat ding a si pinah na tialmi holh le na hman mi cu committee chungtel nih an theihthiam a herh fawn.



### **Biatlangkawm**

Hi tlangtar tangah bomhhalnak catial tikah aa telmi timhlanhnak pawl kan zoh cang. Bomhhalnak ca i a hmuichon cu tangka a bawmchantu hna i an chiah mi lam hmuhsaktu (guide lines) he an luan ning aa khah ding a si ti zong kan zoh cang. Cun bomhhalnak ca i a tungtlang, a chung um mi pawl le telh ding mi dot (5) a simi biahmaithi (tuanbia hram), programme hmuichon, programme fianternak, programme theipar le budget hna an si. Cun pakhat cio i an i tinhmi zong kan fianter cang. Cu dotkhat cioah ze i pawl dah telh ding a si timi zong kan zoh cang i hman dingmi holh kong zong kan i ceihhmai cang hna.



## Dallinak

# Bomhhalnak pungsan

## Biahmaithi

Bomh halmi tialnak i a dallinak ah mitthlam in suaimi NGO pakhat nih tangka bomhnaek caah an tuahmi soknak pungsan (Standard application form) kan zoh hna lai.

### Bomh halmi soknak caah standard form hmannak

Mitthlam in suaimi B.S.A nih a ngeih mi bomhhalnak pungsan atanglei ah hon hmuhsak a si. Hi pungsan ah hin bomhhalnak chungah aa telmi dotkhat cio a changchang in chiah ningcang in thok a si.

<b>BSA pungsan (Form)</b>	<b>Bomhhalnak ca tialmi a dot</b>
Dankhatnak	Biahmaithi - tuanbia hram
Danhnihnak	I timh mi, project kong fianternak, a theipar
Danthumnak	Budget
Danlinak	Bomh haltu lehmah

**BSA**  
**Bomhhal mi Soknak Pungsan**  
**( 2004/2005 tangka kum caah)**

**A soktu theihhngalh awk**

Hi soknak pungsan na hman tikah zangfahnak in :-

- (a) Cahang nak hmang ding.
- (b) Nganhmi hmunhma nih a zawh lo aheun catlap dangin tial chih ding.

Biahal ding na ngeih a si le BSA zungah hlathlai ding a si lai.

---

**Zung hman ding lawng**

File number .....

Cohlai ni/ hmuh ni .....

Cazin luh ni .....

Soknak ca number .....

Tuanvo a latu lutlai .....

Sokmi theihternak ni thla .....

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**Dankhatnak (A) Bomhhalnak ca a tialtu nih hman ding.**

1. Bomh a haltu min .....

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2. Address

Lam  
Khua, .....

Ramkulh .....

Carek code number .....

Telephone/Fax .....

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3. Bomh halmi a zat .....

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4. Project fianternak

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5. A soktu i lutlai (officer) he i pehtlaihna address

Min .....  
Lam .....  
Khua .....  
Carek code number .....  
Telephone ..... Fax .....

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6. A soktu i tangka cazin tlaitu/ cazin fimtu i address (tling tein)

Min .....  
Lam .....  
Khua .....  
Ramkulh .....  
Carek code number .....  
Telephone ..... Fax .....

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7. A soktu i cazin check tu i address (A tu lio cazin check tu/ rian pek dingmi)

Min .....  
Lam .....  
Khua .....  
Ramkulh .....  
Carek code number .....  
Telephone ..... Fax .....

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8. Tangka kuatnak ding "Bank Account" (Tlamtling tein tial ding)

Bank min .....  
BSB Code ..... Bank A/c Number .....  
Lam .....  
Khua .....  
Ramkulh .....  
Carek code number .....  
Telephone ..... Fax .....

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9. A soktu hi buu pakhat khat ah chungtel a si maw?

Si.                       Si lo.

Chungtel asiahcun chungtel a sinak lehmah le cu buu nih riantuannak ah rak pekmi phunglam zong thiltel chih ding.

Chungtel asiloahcun pumpak sokmi a si maw?

Si.                       Si lo.

Cuti asiloah chungtel sinak hrawm loin a sokmi a si maw?

- Si.  Si lo.

**10.** Bomhhalnak ca ah hin Inn lo asiloah thialkam khawh lomi chawfang hnget (fixed asset) cawk ding a um ti va sisehlaw vawlei hlannak ca i hnatlaknak ca (Land tenure ) kha telh chih ding a si.

**11.** A soktu nih BSA sinin bomhnaak a rak hmu bal cang maw?

- Hmu bal.  Hmu bal hlah.

(a) A soktu nih BSA sinin a luancia mi kum 2 chungah bomhnaak a rak hmuh i, bomhchanhnaak i hnatlaknak rak ngeih mi a buar ruangah BSA nih a phung ningin ruahnak a rak cheu maw? Cu ti ruahnak cheuh mi cu a tanglei hna he pehtleihnak an ngei maw?

- (1) Bomhchanhnaak tangka an hman ning lungtling a si.  Si.  Si lo.
- (2) Rian tuanning report cu a caan hman te in pek a si.  Si.  Si lo.
- (3) Tangka lei report cu a caan hman te in pek a si.  Si.  Si lo.
- (4) Bomhchanhnaak i a dang hnatlaknak rak ngeih mi ningin tuan a si.  Si.  Si lo.

(b) A si tiah 'ti' a si ahcun hi bantuk hi a ralai mi caan ah a chuah tinak hnga lo zeibantuk kilvennak dah timhtuah khawh a si lai timi a neknawi tiangin langhter hna.

### Danhnihnak : Project he pehtlain

**12.** Bomhhalnak chungah thil a hmuhsaktu konglam tete telh ding a biapi ngai. Bomhhalnak a hlawh a tlin tu ahcun hi hna tu hi cu i ceihmai ningin thlen khawh an si.

Project hmuichon	Kal pining	Tumtahmi theipar	Hmuhsaktu
(Hi project nih zeidah a tuan lai)	(Zeitindah na tuanning a si lai?)	(Hi project tuannak thawngin zeidah a chuahpi lai tiah na ruah?)	(Hi project a tlam tling ko tiah zeitindah na tah lai?)


**13.** Hi project tuan dingah zeiruang ahdah a herh i, zeiruang ahdah B.S.A nih bomh a herh timi zong tlamtling tein na tial ding a si.

**14.** Hi project thawngin minung pa zeizat nih dah hlawknak an hmuh lai? Hi project i ai tinhmi buu (**Bianabia ah**, mibuu chung i khua a sa mi dih lak, asiloah mino hna caah .. tbk)

Tinhmi buu	Pa	Nu	A zapi
A tlawm tam			

**Danthumnak : Budget**

**15.** Hi project caah a dang buu sinah bomh na hal mi a um maw?

- Um.                       Um hlah.

**15 (a).** A dang buu sinah bomh hal asiahcun a tanglei hna hi a neknawi tiangin phi hna

Bomh na halnak buu min .....

Hal mi zat .....

Bomhhalnak nih aa tinhmi .....

Pehtlaihna a tuahtu i a min le Phone number .....

**NB.** Acunglei bawmchantu sinin hmuhmi tangka le hmanmi cu telh chih a hau lo. Biahnak (17) ah zoh.

**16.** Hi project caan chung i tuan cuahmah mi ca i na herhhai mi caah na halmi a si maw?

- Si.                       Si lo.

**16 (a).** A si na ti ahcun a ra lai mi kumhnih chung i a herh dingmi bomhna a zat a neknawi tiangin langhter. (**Bianabia ah** chawhram (capital) hman mi, nifatin a dih mi, a zapi fonh le a biapi deuhmi budget tlangtar hna a tawinak in fianter mi).

**17. Budget kong he aa pehtlai mi a neknawi**

A dang bawmchantu hna bomhnak le hmanna tangka telh ding a si lai lo.

**Tangka lut (Income)**

	Hi colume hi a tu lio tuan cuahmah mi project ca lawngah hman ding		Hi colume hi a tu lio tuan cuahmah mi project ca lawngah hman ding	Hi colume hi a tu lio tuan cuahmah mi project ca lawngah hman ding
	Tukum ca i pekmi budget	Project ca i hal mi budget	I thlennawnnak a um mi	Tuan ding a ummi caah i ceihhmai ding (a herh ahcun catlap dangin tial chap ding)
Tangka fang				
Nifatin a lut mi				
Project in a lutmi				
A dangin a lut mi				
Tangka lut a zapi				

**Hmannak**

**Tangka tlang in hmanna**

Vawlei				
Inn lo ngeih mi				
A dang a um ahcun tial ding.				
Awkhumnak le Micro- phone hna				
Thutumnak Thilri hna				
Hman mi zapi				

**Thlahlawh**

Hlawh				
Ei le din				
Inn man caah pekmi				
Ngandamnak lei fund				
A zapi				

**Adang nifatin hmanmi****Mawtaw caah a dihmi le thilri remhnak a dihmi**

Petrol				
Remh man				
Inn lo caah				
Thutumnak thilri				
Seh le a thilri hna				
Lam				
A dang				

**Zei dang caah hmanmi**

Bank A/c honnak				
Vanlawng in kuat man				
Cazin check tu pekmi				
Bank caah a dihmi				
Hnawmrhna caah a dihmi				
Ruahnak cheutu pekmi laksawng				

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Thilri hlan man (Motor)				
Liamkamh man				
Meeting ca i a dihmi				
Cakuat man				
Punghman hman mi caah a dihmi				
Mithar laknak caah a dihmi				
Inn hlan man				
Phone/Fax man				
A dang caah a dihmi				
Energy				
Petrol man				

**Umkalnak ca hmanmi**

Ni ca				
Motor cuan man				
A dang caah a dihmi				
A dang ni fatin ca hmanmi				
Feild kal man pek mi				
Cawlcanghnak ca i pekmi (catlap tbt)				
Hman mi zapi				

**Chingchiah ding:** Hmuhmi zapi le hmanmi zapi hi ai khah ding a si.

## Danlinak : A soktu theihhngalh pinak lehhmah

19. Hi danlinak hi tha tein rel ding a si.

Hi bomhhalnak ca nih ( ) Lailun khua "Nubuu nunphung zohkhenhnak project" caah sokmi a si.

Keimah/kan mah nih ka/kan hngalh tawk ah hi bomhhalnak ca chung i aa telmi vialte cu a taktak le a hman mi a si hrimhrim ko ti fianter ka/kan duh. Nganh takmi asiloah thil hman lomi a um asiahcun B.S.A nih hi sokmi hi a pom lai lo (asiloah) zeibantuk bomhnak hmanh a pe lai lo i cahmai (1) nak i ai tial ning tein dantatnak in ding a si tiah keimah/ kanmah nih fiangtein ka/kan hngalh.

Hi bomhhalnak ca chung i a telmi thil hman a si/silo, B.S.A nih zoh ding le check ding in kan hna a tla.

Hi bomhhalnak ca hi bomhhal soknak pakhat lawng kan hal mi a si i a hman lo a si le bomhnak kan hmu kho lai lo ti zong kan i fiang.

Asiloah, Hi bomhhalnak hi : -

(a) Pumpak in hal asiahcun a tangah hin na min na thut lai.

(b) Buu in halmi asiahcun hi bomh halmi soknak cu (Nov 11, 1996) i tuah mi Committee meeting ah lungtual tein biachahnak in kan halmi a si.

Lailun khua nubuu aiawh in atanglei nawlIngeitu upa nih buu phunglam le dun le dan he aa tlak ning in min ka /kan thut.

**Minthut**

**Tlaih mi rian**

**Nithla**

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Zeizong vialte na lim dih cikcek hnu ah bomhhalnak na tialmi cu tha tein rel than ding a si i atanglei hna hi tha khun in na zoh hna lai.

- Catlang um tuning (sentence construction)
- Cahmai then (Paragraph corrections)
- Cafang fonh le fullstop, comma tibantuk hmannak
- A hman le hman lo zohnak (proof reading), Bianabia ah tialmi a neknawi tiang tha tein zoh i a zapi in lungtling si ter ding.
- Adonghnak ah cahmai tamhmoih (layout) ning zothan ding a si. Tha tein cahmai tamhmoih mi cu a sulthong loin tialmi nakin bomhnak an pek duh deuh.

Theih a herh ngaimi pakhat cu hi bomhhalnak ca hi a dang buu tampi hna he bomhnak hmuh dingin kan i zuam ti kha philh lo ding a si.

Cu caah na bomhhalnak ca tialmi nih careltu hmai ah hawihlei in a that deuh ding a si. Bomh halmi ca tialnak ah na zuam deuh asiahcun hlawhtlinnak ding lam a tam deuh.

*Na vantha hram ko seh! Good luck!!!*

## **Biatlangkawm**

Hi tlangtar tangah project pakhat caah zeitindah bomhhalnak ca timhtuah a si ti kan zoh hna. Cun biahmaithi (tuanbia hram) le project tinhmi hmuichon zong kan zoh cang. Cun project fianternak, tumtah mi a theipar le budget zong kan zoh hna. Bomhhalnak ca pungsan a ngei lomi tialning le B.S.A nih an ngeih mi bomhhal nak pungsan hna zong kan zoh hna.

