

**Buga ginra hpareng hpaji ginlen wunkat**

**Hpyi Shawn Laika Ka Ai Lam**

AMYU SHA HKAM JA LAM HTE HPAJI KOMITI



COMMUNITY  
MANAGEMENT  
EXTENSION  
PROGRAM

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**Gumhpraw htawk ai: BDC/NBC/OSI**

# Hpyi Shawn Laika Ka Ai Lam

## **Jep ai wa hte dip shabra ai wa**

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**Ga gale ai wa :**

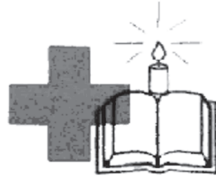
Dr. L. C. Kha Lum

**Laika buk hkrang shalat ai wa :**

Soe Htay

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# “MALAWM”

## DAW

## LAIKA MAN

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Submission Writing

## Hpyi shawn laika hpan amy myu

### Ga Hpaw

(Introduction)

Hpyi Shawn Laika ka ai lam ngu ai ndai laika buk de hkap tau hkalum la ga ai. Shawng nnan, buga bungli hpung ni (**community organizations**) jai lang ai tang shawn laika amy myu hpe yu yu nna, dai laika ni hpe hti na ni a lam hte yaw shada lam ni hpe sang lang dan na re. Sawk sagawn (**research**) hte tang shawn laika ka ai (**writing submission**) hta lawm ai lam ni hpe mung jawm yu na re.

Tatut galaw na yaw shada lam a matu buga masha uhpawng kaji langai mi na Amyu Shayi Htung Hking Ginra langai woi galaw na alu tam ai hpyi shawn laika kanan hpe bang shalawm da ga ai. Ndai hpyi shawn laika gaw gaja wa n nga ai Amyu Shayi lakung kaji woi galaw hpang ai gumhpraw tam masing npu na BSA ngu ai, Asuya n re ai myit shing-ran NGO hpung de tang shawn laika rai nga ai.

### Hpyi shawn laika hpan amy myu

(Types of submission)

Hpyi shawn laika ngu ai gaw **project** (bungli masing) langai mi galaw sa wa na matu ra ai alu gumhpraw shing n rai hkap masat ya ai lam hpe hpyi shawn ai lam rai nga ai. Dai gaw laika hte ka ai mung rai na. Shing n rai n-gup aga hte hpyi shawn ai lam mung mai byin ai. Alu hpyi ai laika (**submission for funds**) hpe **funding request** (karum gumhpraw hpyi ai) shing n rai, **grant (funding) application** (garan madi gumhpraw hpyi tang shawn ai) ngu shamyng mai ai.

**Funding submission** (karum gumhpraw hpyi shawn laika) hpe asuya dat kasa rung ni (**government agencies**), mungdan law law hte seng ai dat kasa rung ni (**multinational agencies**) (ga shadawn— Mungkan Wunpawng hpung (**United Nations**), gumhpraw karum hpung ni (**foundations**) hte asuya n re ai NGO hpung ni hpang de ading tawk hpyi shawn mai ai.

**Project** (masing) hpe shagrin ya na matu hpyi shawn ai laika hpe **project proposal** (masing tang shawn laika) ngu shamyng mai ai. Dai gaw laika hte rai rai, n-gup aga hte rai rai, na a uhpung uhpawng (**group**) shing n rai, na a bungli hpung (**organization**) hpe alu gumhpraw tam sa wa na

ahkang jaw ya na matu Asuya hpung (**government agency**) shing n rai buga raung (**local office**) de hpyi shawn ai lam rai nga ai.

## Hpyi shawn laika malawm ni

(Contents of a submission)

Tang shawn laika hpan yawng hta gahpaw, shingdu labau shiga, **project** a yaw shada lam pandung ni (**goals of project**), project hpe sang lang dan ai (**description of project**) hte project shapraw la mayu ai mahtai (**outcome which the project hopes to achieve**) lawm nga ai.

**Project proposal** (bungli masing tang dan laika) hta **budget (funding) for the project** (bungli masing a matu gumhpraw jahpan) n lawm yang n lawm ai lam nga tim **Funding application** (gumhpraw hpyi ai tang shawn laika) hta gaw budget galoi mung shalawm ra ai.

## Hpyi shawn laika a yaw shada ai lam

(Purpose of submission)

Tang shawn laika(**application**) a yaw shada ai lam gaw gumhpraw karum ai hpung (**funding body**) kaw na gumhpraw lu la na matu re ai hpe dum chye na ahkyak ai. Dai hta rawng ai shiga ni gaw laika hkap hti ai masha a myit hta dai **project**(bungli masing) hpe gumhpraw karum ging ai ngu myit la shangun na matu shading nna ka da ai rai nga ai.

## Hpyi shawn laika hpe hkap hti na masha ni

(Audiences of submissions)

Hpyi shawn laika hti ai masha ni nan laika hti shawa masha ni rai nga ai. Dai laika hta shawa masha ni gaw bungli hpung(**organization**) shing n rai dai bungli hpung na masha langai ngai rai nna, hpyi shawn laika hpe hti nhtawm dai hta hpyi shawn da ai lam ni hpe daw dan na rai nga ai, ngu mayu ai re. Hpyi shawn laika gaw hkap hti ai ni hte hkrak jaw ai hku rai na ahkyak ai.

Gumhpraw hpyi ai tang shawn laika hpe hkap hti ai shawa masha(**audience of a funding application**) gaw, gumhpraw shaw ya lu ai asuya magam dap langai(**government department**), asuya shada lata gin dun ai dat kasa hpung(**inter-government agency**), gungmani (**company**), shing n rai hpaga hpung (**business**), gumhpraw karum hpung (**foundation**), ding hkrai gumhpraw karum magam (**private trust**), shing n rai Asuya n re ai kaga NGO hpan amyuu myu mai byin ai.

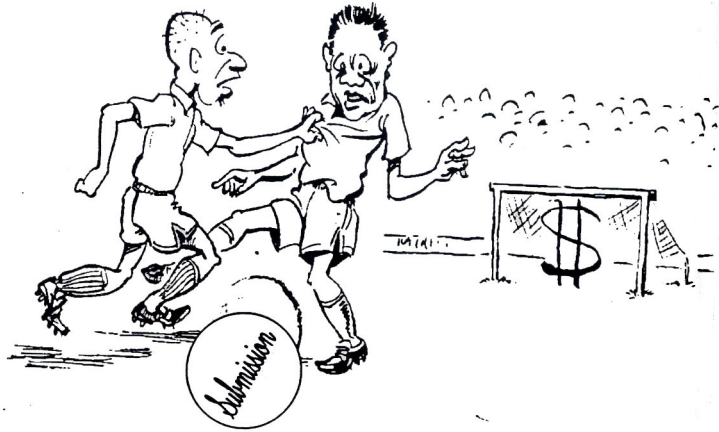
Nang galaw mayu ai **project** (bungli masing hpan) hpe gumhpraw karum na ni gaw kadai ni rai nga ai hpe mu tam lam nna, shanhte kaw na **program guidelines** (bungli masing masa matsun ni) lu la da na ahkyak ai.

Tang shawn laika hte seng nna kadai daw dan na ngu ai hpe lu tam na mung ahkyak nga ai. Dai daw dan na wa gaw asuya wungyi (hkring mang) rai yang rai na, asuya magam dap shing n rai **agency** (dat kasa rung) kaw bungli galaw ai asuya magam gun masha (**civil servant**) rai yang rai na, asuya

magam gun komiti malawm ni (**committee of civil servants**) hte buga kasa ni, shing n rai bungli hpung langai ngai a dai mungdan e rung dung ai kasa (**country representative of an organization**) mai byin ai.

Daw dan na masha kadai re ai ngu ai hta hkan nna nang ka ai tang shawn laika kaning re ai mahtai pru na ngu ai hte gara hpyi shawn laika gaw awng dang lam lu la na ngu ai byin wa lu ai.

Ginsup poi shang mayu yang ginsup tara hpe chye ra ai (**If you want to play the game, you need to know the rule**). Lailen masa (**system**) a lam nang grau chye nna, dai lailen masa hpe shabyin ai lam hpa re ai chye magang nang awng dang magang rai na re.



Bungli masing tang dan laika (**Project proposal**) hpe hkap hti ai shawa masha gaw, gumhpraw karum ai malai, dai masing tang dan laika hpe hkap la shagrin ya lu ai bungli hpung rai nga ai.

## Masing ka lajang ai lam hte gumhpraw karum ai lahkam ni

(**Planning and funding processes**)

Gumhpraw hpyi ai tang shawn laika ni hpe gaw, gumhpraw karum ai ni a magam amyu myu hte bung pre ai hku ka lajang ra ai. Ga shadawn— **agency** (dat kasa hpung) nkau mi gaw laning mi masing shing n rai lahkawng ning masing (**one-or two-year planning cycle**) nga nna galaw chye ai majaw, hpang na shaning garai n du yang gara project masing hpe mahtang gumhpraw garum na tau chye tawn ra nga ai. Dai majaw aten galu tau hkrau gumhpraw karum na **project** (bungli masing) hpe lata daw dan ma ai.

Gumhpraw shaw ya ai ni gaw tinang gumhpraw karum ai **project** (bungli masing) a matu (**limited pool of funds**) gumhpraw shadawn shadang nga ma ai. Dai majaw, buga uhpung uhpawng shagu gaw karum gumhpraw (**funds**) lu la na matu shingjawng kashun hkat ra ma ai.

**Planning process** (bungli masing masa lahkam) gara hku sa wa ai hpe mu chye nna, dai bungli masing masa hte bung pre ai karum gumhpraw hpyi shawn laika chye ka na ahkyak ai. Gumhpraw shaw ya ai (**donors**) ni hku nna kalang lang shanhte a **planning processes** (bungli masing lahkam) ni hta ka bang na matu buga uhpawng ni shawk shawn ai **projects** (bungli masing ni) a lam tau hkrau chye da ra ma ai.

Gumhpraw shaw ya ai (**donor**) ni a **funding cycle** (gumhpraw shaw ai aten shingwang) ngu ai gaw gumhpraw hpyi ai tang shawn laika lu hkap la ai ten kaw na, dai hpyi shawn laika hpe myit yu ai ten, gumhpraw shaw ya na, n shaw ya na ngu ai daw dan ten du hkra na aten ladaw rai nga ai.

*Ga shadawn*— Gumhpraw shaw ya ai (**donor**) langai mi hku nna, karum gumhpraw hpyi shawn ai tang dan laika ni hpe November htum ai shani hpang jahtum tawn nna hkap la na nhtoi masat na rai nga ai. Dai hpang shaning na tang shawn laika ni hpe kaga myit ya na n rai sai.

Gumhpraw shaw ya ai ni kaga ga rai nga ai hte maren, lam amyu myu a majaw gumhpraw karum ai aten ladaw shingwang shanghkawng (**funding cycles**) n bung hkat na re. Ndai gumhpraw karum aten ladaw shanghkawng ni hpe chye da nna, dai hte bung pre hkra masing ka lajang ra na rai nga ai.

## Ga Shagyin

(Summary)

Ndai ga baw hta, buga bungli hpung ni (**community organizations**) jai lang ai gumhpraw hpyi shawn ai tang dan laika hpan amyu myu hpe jawm myit yu nna, dai hpyi shawn laika ni hpe hkap hti na shawa masha ni hte yaw shada lam ni hpe sang lang saga ai.



## Hpyi Shawn Laika A Matu Sawk Sagawn Ai Lahkam Ni

### Ga Hpaw

(Introduction)

Ndai ten gaw gumhpraw hpyi laika ka lajang yang nang sawk sagawn ra ai lam hpe jawm myit yu na ga ai. Hpyi shawn laika (**submission**) a matu shiga mahkawng yang hkan sa ra ai sawk sagawn lahkam ni hpe gara hku shaleng dan na, ka lajang na hte galaw sa wa na ngu ai hpe myit yu na rai nga ai. Hpyi shawn laika hpe hkap hti na masha ni chye mayu ai shiga mung lawm ra chyalu rai nga ai. Hpang jahtum hku nna shiga hpe gara kaw tam la na ngu ai hte gara hku shinggyin la na ngu ai hpe mung, sawk sagawn bungli hpe gara hku masing jahkrat nna galaw sa wa na ngu ai hpe mung myit yu na ga ai.

### **Laika hti masha ni lu la mayu ai shiga**

(Information needed by the audience)

Gumhpraw karum ai hpung ni (**funding bodies**) hku nna gaw, project masing ra ahkyak nga ai hpe madun dan ai shiga jaw lu na gumhpraw hpyi laika (**grant application**) hpe lu la mayu nga ai. Dai shiga gaw, project galaw yang hpa baw hpe galaw na ngu ai hte kaning re ai ra ahkyak lam ni hpe shatup ya lu na ngu ai hpe shaleng dan ra ai.

### **Gumhpraw karum ai ni hpa majaw gumhpraw htawk ma ta?**

(Why donors grant funds?)

Gumhpraw karum ai ni nkau mi gaw gumhpraw karum ai hpung (**donor organization**) myit lawm ai masha uhpung hpe sha gumhpraw karum mayu ma ai.

*Ga shadawn*— Ma shapan masing (**childcare program**) a matu karum gumhpraw lu la mayu yang, gara hpung ni gaw ma shapan bungli ni hpe myit lawm ai ngu ai hpe chye na ahkyak ai.

Gumhpraw karum ai ni gaw, shanhte byin shangun mayu ai mahtai hpe shapraw lu ai gumhpraw masa (**grants**) a matu gumhpraw hpe alak mi san da chye ma ai.

Gumhpraw karum ai ni gaw, shanhte gumhpraw karum ai masing a yaw shada ai lam hte bung pre ai hku bungli hpung ni (**organizations**) hpe hkuang shading ya lu na rit kawp tara ni hpe jahkrat chye ma ai.

### **Ga hkum ni: Masing (Program) hte bungli masing (project)**

Masing (**program**) hte bungli masing (**project**) ngu ai ga hkum lahkawng hpe bung ai lachyum hta hkan nna gali galai jai lang chye ma ai. Ndai laika buk kaji hta gaw masing (**program**) ngu ai ga hkum hpe, gumhpraw karum ai ni madi shadaw nna galaw sa wa ai bungli yi ngam ni ngu tsun mayu ai re. Gumhpraw karum ai ni a shamu shamawt ai lam ni (**a donor's program of activities**) rai nga ai.

Ndai sharin laika buk (**module**) hta bungli masing (**project**) ngu lang ai ga hkum a lachyum gaw, mare buga masha ni hpaw ninghtan nna galaw sa wa ai bungli yi ngam ni shing n rai daw jau ai amu ni hpe tsun mayu ai re. Ndai hku shai hkat ai lam hpe a san sha chye ginhka na ahkyak ai.

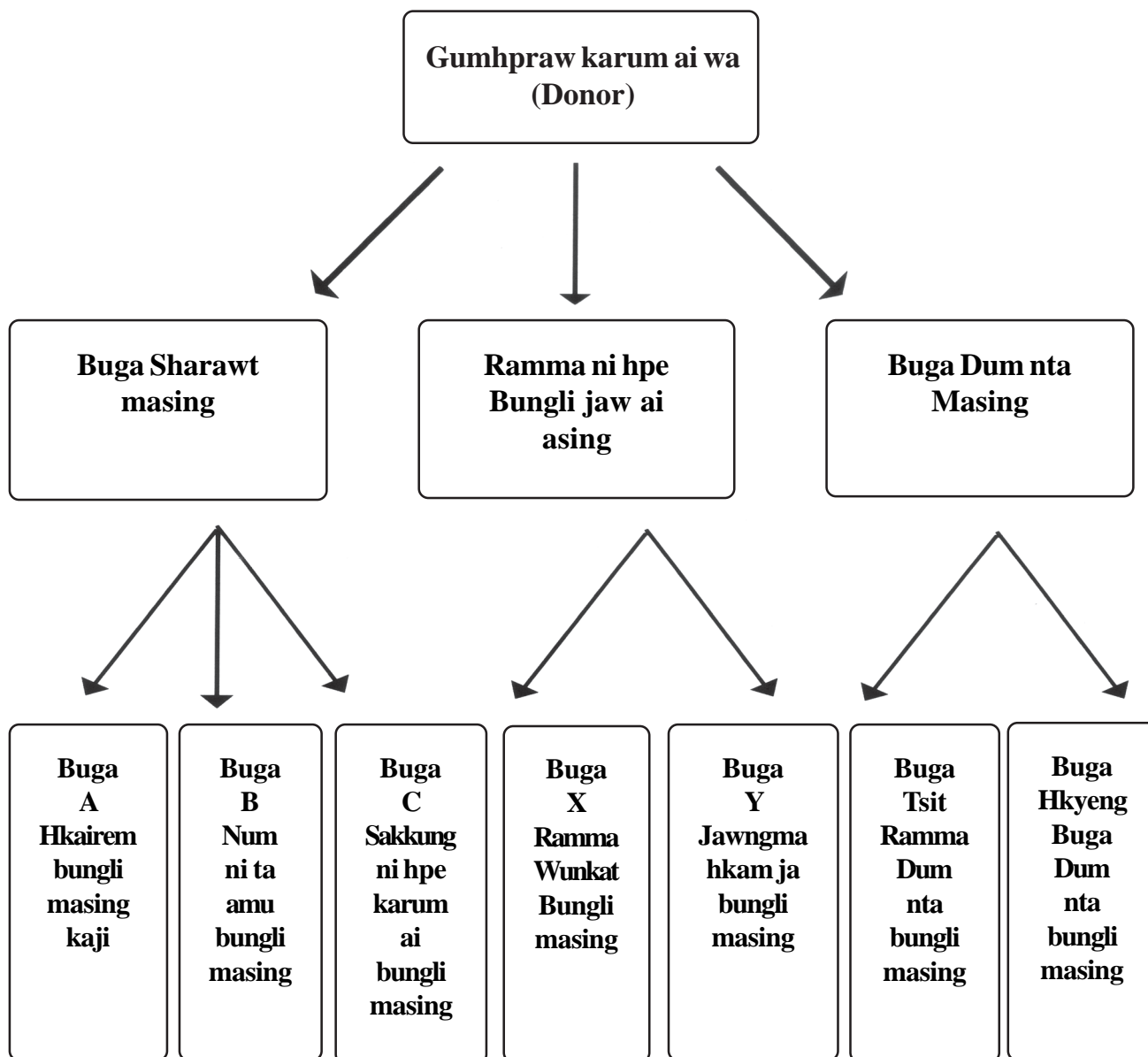
Gumhpraw karum ai ni hku nna gaw shanhte a gumhpraw karum masing tara ni hte bung pre ai gumhpraw karum bungli masing (**funding project**) ni hta myit lawm na rai nga ai. Gumhpraw karum ai masha langai mi gaw bungli masing amyu kaga ga a matu gumhpraw karum ai bungli masing (**funding projects**) kaga ga hku gumhpraw shalai ya na masa nga ai.



*Ga shadawn*— gumhpraw karum ai hpaga manang (**partner donor**) langai mi gaw lawu de madun da ai lam madung hku karum na rai nga ai—

- ★ *Buga sharawt masing (Community Development Program)*
- ★ *Ramma ni hpe Bungli jaw ai masing (Youth Employment projects program)*
- ★ *Buga Dum nta masing (Community Housing Program)*

Ndai karum gumhpraw hpe bungli masing amyu masum (**three types of projects**) a matu masing amyu masum (**three programs**) hku shalai ya nga ai.



### Gumhpraw karum masa matsun

(Funding program guidelines)

Gumhpraw karum kasa hpung ni (**donor agencies**) hku nna, shanhte a gumhpraw karum masing lam shagu a matu laika hte hkrak ka da ai htung laisa (**procedures**) nga ma ai. Ndai htung laisa ni (**procedures**) gaw masing hta lawm ai lam ni hpe ka da nga ai. Dai hta lawm ai lam ni gaw—

- ★ Shawk lawa tang shawn laika hpe ka nna tang shawn na lahkam ni (**procedures for making applications**)
- ★ Masing kade kaja ai shing n rai kade akyu rawng ai lam madun dan na bungli jep dan ai shadawn jit na ((**Performance indicators or measures for working out how good or useful the program is**))
- ★ Masing matsun (**program guidelines**).

Ndai masing matsun hta gaw, dai masing a npu e kaning re ai daw jau lam amyu hpan (**types of services**) galaw ya lu na ngu ai hpe asan sha shaleng dan lu na matu masing a yaw shada lam hpe ka shalawm da na rai nga ai.

*Ga shadawn*— NGO langai a Ma kaji Daw jau Masing (**Children's Service Program**) hta lawu de na yaw shada lam ni ka da ra ai.

- ★ Madang nga ai hku ma kaji ni hpe rem ya lu nna ma kanu ni bungli n-gun shang lawm lu na matu madi shadaw ya na.
- ★ Ma shapan ginra ni
- ★ Dinghku kata shani ma rem amu (**family daycare**)
- ★ Jawng pat ten hkying hkum hku ma rem amu (**outside school hours care**)

Buga langai mi gaw lahta de tsun da ai ma kaji daw jau masing (**children's services program**) kaw na karum gumhpraw hpe, ma rem ginra (**child care center**) a matu hpyi shawn yang, dai bungli masing (**project**) gaw gumhpraw karum ai ni a masing hte bung pre ai lam asan sha mu hti lu hkra gumhpraw hpyi shawn ai tang madun laika (**submission**) hta ka shalawm na ahkyak ai.

Bungli masing (**project**) a yaw shada ai lam ni hpe teng sha galaw na lam hpe hpyi shawn ai tang madun laika (**submission**) hta ka madun dan lu na mung ahkyak ai.

*Ga shadawn*— Ma rem daw jau amu gaw, ma kanu ni hpe bungli galaw lu na matu karum na ngu ai hpe madun dan mayu yang, ndai lam hte seng nna shiga ni hpe shinggyin nna tang madun ra ai. Ma kanu ni hte hkum shaga nna, ma rem ginra nga yang, shanhthe hpa baw galaw na ngu ai lam ni hpe san sagawn ra ai.

## **Gumhpraw karum ai ni ningshawng tawn ai lam ni** (Priorities of donors)

Tang shawn laika hti ai ni (**audience**) a matu masing matsun (**guideline of a program**) ahkyak ai hte maren, gumhpraw karum ai ni (**donors**) a matu mung shiga lu la mai ai kaga npawt nhpang ni (**other sources of information**) ahkyak nga ai.

Gumhpraw karum ai ni (**donors**) hku nna gara bungli masing (**project**) hpe gumhpraw htawk na myit lawm ai ngu ai lam gaw, na a tang shawn laika (**submission**) awng dang na, n awng dang na ngu ai hpe manu mana daw dan ginhka ya lu ai.

## **Awng dang ai tang shawn laika ni** (Successful submissions)

Kaning re ai gumhpraw karum ai masing hta mi rai rai, awng dang ai tang shawn laika ni (**successful submissions**) gaw lawu de na lam ni lawm ra ai. Bungli masing (project) gaw—

- ★ Gumhpraw karum ai lam hta jen ai hpunda dep ra ai (**Meets the funding criteria — priorities and guidelines**)
- ★ Yaw shada ai lam ni asan sha, mahtai asan sha nga ra ai.
- ★ Bungli byin na masing rai ra ai (**workable project**)
- ★ Awng dang na maka kap ra ai (**likely to succeed**)
- ★ Gumhpraw karum ai ni (**donor**) a ningmu hta dai masing hpe gumhpraw karum ai majaw awng dang nna kasi kanan kaja tai lu ra ai.
- ★ Gumhpraw karum na matu dawdan ai ni a myit hpe shamu shamawt ya lu ai hte myit sharawt ya lu ai masing rai ra ai.
- ★ Atsawm sha hkang reng nna, gumhpraw hpyi ai bungli hpung gaw gumhpraw jai ai lam hta lit la lu ra ai. (**Will be managed carefully and the applicant organization will be financially accountable**).

## Shiga hpe kanang kaw na tam mahkawng na lam

(Where to collect information)

Nang hku nna karum gumhpraw lu la mayu ai bungli masing (**project**) a masa hta hkan nna, na a bungli masing hpe gumhpraw karum ra ai lam dang-rang ai hta madi shadaw ya lu ai shiga ni hpe hkan tam la na ahkyak ai.

**Ga shadawn**— Nang gaw sakkung ni hpe karum ai bungli masing langai mi a matu karum gumhpraw lu la mayu yang, buga kata na asak ugut gu sai sakkung ni a lam shiga ni hpe hkan tam ra ai, sakkung ni a matu galaw ya nga sai daw jau lam ni, sakkung ni hpe madi shadaw ai akyu mahtai ni, hte kaga htap htuk ai shiga ni hpe hkan tam mahkawng ra na rai nga ai.

Nang hku nna, ya nga nga sai daw jau amu shing n rai bungli masing (**service or project**) hpe matut galaw na matu karum gumhpraw hpyi shawn na rai yang, lai wa sai ten hta dai bungli masing hte seng nna tang shawn ai laika (**submission**) hta rawng ai shiga ni hpe hti sawk yu yang akyu pru na rai nga ai.

Bungli masing nna a matu karum gumhpraw tam ai rai yang, dai bungli masing hte bung ai shawng de na dai bungli hpung hku nna kaga bungli masing langai ngai a matu hpyi shawn laika (**submissions**) ni hpe yu nna htap htuk ai hku gram jahtuk la yang akyu pru na rai nga ai.

Nang gumhpraw jahpan (**budget**) ka lajang na matu ra ai shiga ni hpe gaw, dai bungli hpung a rung laika (**files**) ni hta rai rai, lai wa sai shaning a gumhpraw jahpan tang dan ai jahpan jum a report hta rai rai tam la lu na rai nga ai.

Bungli masing (**project**) hta jai lang ra ai kaga jarit ni hte seng nna gaw dai bungli hpung (**organization**) a amu bawng zuphpawng hta bawng ban jahkrup ra na rai nga ai.

Bungli hpung (**organization**) galaw da ai buga masha jahpan (**community profile**) hte ra ahkyak lam jep dan laika (**needs assessment**) kaw na shiga ni mung tang shawn laika (**submission**) a matu akyu rawng na rai nga ai.

Buga masha jahpan (**community profile**) hte bungli hpung ka lajang da ai ra ahkyak tang dan ai laika (**needs assessment**) kaw na shiga ni mung tang shawn laika (**submission**) a matu akyu rawng na rai nga ai.

Buga masha jahpan (**community profile**) gaw laika hti ai ni hpe asak pang hku buga masha hpung ni a lam (**age groups in the community**), hpaji madang, hkam kaja lam hte tang shawn laika hta lawm ai kaga lam ni madun dan na rai nga ai.

Ra ahkyak jep dan laika (**needs assessment**) hta gaw, buga kata na masha hpung ni garai n shatup la lu ai ra nga ai lam shiga ni hpe shapraw ya na rai nga ai.

Bungli lithkam hpareng wa (**manager**) kaga rung masha ni (**staff**), hte komiti malawm ni gaw bungli masing (**project**) a yaw shada lam ni (**aims**), gara hku galaw sa wa na lam ni, buga masha ni a matu hpa majaw akyu pru na lam ni, bungli masing (**project**) hpe kaning di hpareng na lam ni hte gumhpraw kade ma na ngu ai lam ni ka lajang ai hta karum lu na re.

Dai bungli hpung (**organization**) a kaga tang shawn laika ni (**submissions**) ka lajang lai wa sai masha hte hkrum shaga yang, akyu rawng ai shiga lu la na rai nga ai.

Bungli hpung langai mi rai rai, buga langai mi rai rai, bungli masing (**project plan**) langai ka lajang yang masing (**plan**) a kata lam azin ayang ka da ai gaw akyu rawng ai shiga npawt re ai hpe mu lu na rai nga ai. *Ndai hta lawm ai lam ni gaw—*

- ★ Bungli masing a mying (**name of project**)
- ★ Dai bungli masing daw jau na buga masha ni (**Community it will serve**)
- ★ Bungli masing a pandung (**goal of project**)
- ★ Hpa majaw ndai bungli masing hpe galaw ai (**reasons for project**)
- ★ Bungli masing ladat (**strategy of project**) pan dung ni hpe gara hku du dep lu na (**How goals will be achieved**)
- ★ Shang galaw lawm na masha ni (**participants who will deliver service**)
- ★ Bungli masing kaw na pru na myit mada ai mahtai (**the expected outcome of project**)
- ★ Bungli galaw ai masa hpe jep shadawn dan ai (**performance indicators or measures**) gaw mahtai pru sai hpe madun dan na matu rai nga ai.
- ★ Bungli masing a hkrang hpe hpareng ai masa (**management structure of project**)

## Shiga shinggyin na matu sawk sagawn ai lahkam ni

(Research procedures for collecting information)

Tang shawn laika (**submission**) hpe ka lajang na matu ra ai shiga yawng hpe ka shinggyin lu hkra, lahta de madun da ai jahpan hta rawng ai shara yawng hpe hkan sagawn yu ra ai.

Laika hta nga yang hte mare masha ni hpe shaga nga yang, nang mu hti ai akyu rawng na zawn re ai shiga ni, nang hpe tsun dan ai akyu rawng ai shiga ni hpe laika hte ka matsing da na ahkyak ai.

Dai shaloi naw n ahkyak na zawn nawn ai shiga nkau mi gaw, hpang jahtum gumhpraw hpyi laika (**final grant**) ka lajang wa ai ten hta grai akyu rawng ai shiga rai wa chye ai hpe nang mu hkrup na re.

Nang ka da ai ka matsing ni hpe npawt ndung hkren bai yu yu nna, hpang jahtum tang shawn laika (**submission**) ka lajang ai shaloi hpa baw naw jat bang ra ai hpe daw dan u.

Shiga yawng hpe gaw n jai lang ra yang n jai lang na re. Shing n rai tang shawn laika (**submission**) hta ntsa lam kadun ai hku sha matsun na re. Raitim, tang dan laika ni (**reports**) hti yang ka matsing ni naw ka la ra na rai nga ai.

## Bungli masing hpe sawk sagawn ai lam (Hkrum shaga ai)

(Researching the project.....interviews)

Nang hku nna, rung masha ni (**staff**) hte komiti malawm ni hpe bungli masing (**project**) a lam, hpa majaw dai bungli masing hpe ra nga ai, dai hpe gara hku galaw sa wa na lam, hte kaning re ai mahtai hpe lu la na myit mada ai lam san yu ra na re.

Laika nhtan (**files**) ni hpe hti ngut ai hpang, rung masha ni (**staff**), komiti malawm ni hte buga masha ni hpe san na ga san ni ka lajang da ra na rai nga ai.

Nang lu la mayu ai shiga ni hpe lu shinggyin la na matu ga san ni hpe atsawm hkrak rai sadi nna ka lajang da ra na rai nga ai.

Buga masha ni hku nna dai bungli masing gara hku byin wa na ngu myit sumru shangun ai ga san ni hte, du na ra ai aten hta dai bungli masing kaning rai wa na ngu myit shangun ai ga san ni hpe nang jai lang ra na rai nga ai.

## Gumhpraw karum ai masing ni hpe sagawn ai lam

(Researching the funding programs)

Tang shawn laika hti ai masha ni (**readers of submission**) ra sharawng ai lam hpe chye tawn nna, dai masa hte htuk ai hku tang shawn laika (**submission**) chye ka lajang na ahkyak ai.

Shanhte ra ai lam hpe nang chye lu na matu shanhte a gumhpraw karum ai masing matsun hpe hti ra na re. **(Read the guidelines for the funding program)**

Gumhpraw karum ai masing **(funding program)** hte seng ai shiga yawng hpe hti u. Byin mai yang masing hte seng nna lit nga ai rung salang ni hte hkrum shaga nna, garai n hkrum shaga ai ten kaw na dai myitsu ni hpe san na ga san ni tau hkrau lajang da u.

### **Bungli masing a matu karum madi shadaw lam tam ai**

**(Finding support for the project)**

Na a tang shawn laika **(submission)** hpe akyu jaw lu ai shiga ni hpe kaga bungli hpung na rung masha ni **(staff)**, komiti malawm ni kaw na lu la mai, n mai myit yu mayu na rai nga ai.

Shanhte gaw, shanhte a bungli masing a malai na a bungli masing hpe mahtang hpa majaw galaw ra ai ngu ai hpe mu mada na rai nga ai. Shing n rai nang tang shawn ai laika **(submission)** hta ka da ai bungli masing **(project)** hte shanhte a bungli masing ni **(their projects)** gara hku lata gindun nna galaw sa wa mai ai lam hpaji jaw lu na rai nga ai.

### **Shiga hpa mung n lu la ai sha bungli hpang ai lam**

**(Starting with no information)**

Nang hku nna gaw, laika nhtan ni **(files)**, daw dan minit ni **(minutes)** shawng e tang shawn da ai laika ni **(submissions)**, tang dan laika ni **(reports)** hte dip shapraw ai laika ni **(publications)** lu yang ram sai ngu myit na re. Raitim, tang shawn laika **(submission)** a matu shiga n rawng ai kun? mala la shiga n law ai kun? re ai hpe mu lu na re.

### **Sawk sagawn lam hpe masing ka lajang nna tatut galaw ai lam**

**(Planning and carrying out research)**

Na a sawk sagawn lam hpe masing jahkrat nna tatut galaw sa wa lu na matu, tang shawn laika (submission) hta ka bang shalawm ra ai lam ni hpe myit yu na matu tinang hkum hpe shadum na ahkyak ai. Dai lam ni gaw —

- ★ Bungli masing a shingte masat ai masha hpung **(target group of project)**
- ★ Bungli masing hku nna galaw na bungli ni **(what the project will do)**
- ★ Bungli masing a pandung ni **(goals of project)**
- ★ Bungli masing hpe hpareng na masa **(management of project)**
- ★ Buga masha ni hkam sha na akyu **(benefits to the community)**
- ★ Bungli masing a awng dang lam hpe shadawn ai jitna **(measurement of success of project)**
- ★ Bungli masing e shatup ya lu na ra ahkyak ni **(needs which the project will meet)**

## Ga san ni hpe ka lajang ai lam

(Preparing questions)

Na a jahpan hta rawng ai ahkyak lam langai hpra (**each issue**) hte seng ai shiga ni lu la mai ai made yawng hpe lu tam jang, ndai shiga ni a npawt de sa du sagawn ra na re.

Rung masha ni (**staff**), komiti malawm ni, shing n rai kaga bungli hpung ni kaw nang garai n sa yang, shanhte hpe san na ga san ni hpe shawng ka lajang da ra na rai nga ai.

Ga san ni gaw, nang ka na tang dan laika (**submission**) a matu ra ai shiga ni hpe lu la shangun ai ga san rai ra ai.

N seng n ang ai ga san ni hpe san ai gaw hpa lachyum n pru na re.

Lawu de na hte maren dam lada ai hku san mai ai.

*“Ndai makau grup-yin hkan e ma kaji ni a matu hpa baw galaw ya ai ngu myit lu nni?”*

Shing n rai ndai hku kadun dawt san mai ai.

*“Ndai makau grup-yin hkan lama ma galaw na matu ma kaji law law nga ai kun? n nga ai kun?”*

Gara hku san san, na a ga san gaw, na a tang dan laika (**submission**) a matu ra ai shiga lu la shangun ai ga san rai ra na re.

Ga san jahpan (**questionnaire**) langai mi ka lajang gun ra na ngu nna nang myit lu na nhten. Ga san jahpan langai ka lajang shapraw lu na matu aten grai ma ai majaw, gaja wa ra ai ngu hkrak n chye yang ga san jahpan hpe hkum ka lajang.

## Hkrum hkrat na aten masat ai lam

(Making appointments)

Nang san mayu ai ga san hpe ka lajang da ngut jang, seng ang ai rung masha (**staff**), komiti malawm ni, hte kaga masha ni hpe sa hkrum shaga na matu hkyen ra sai. Shanhte hte hkrum ra aten jahkrup nna, gasan yawng hpe jahpan ka matsing da u.

## Ka matsing ka ai lam

(Making notes)

Masha ni htai ai ga (**answers**) ni hte myit manaw ni (**ideas**) hpe ka matsing da ai lam gaw sawk sagawn bungli (**research**) galaw ai shaloi grau ahkyak ai lam langai mi rai nga ai.

Dai majaw kamatsing ni gaw, galaw ra ai ahkyak masa ni (**issues**) a jahpan ka yang, tang dan laika (**submission**) ka lajang yang, hte tang dan laika hti ai masha ni (**audience**) hpe dai masing ahkyak ai lam sakse madun yang lang ra ai shiga ni hpe jaw ya lu ai.

*Ga shadawn*— Nang hku nna laika sharin jawng yu ai hpang na aten hta buga kata bungli masing (**project**) lama ma galaw ya na tang dan laika a matu sawk sagawn ai ngu ga. Nang hkrum shaga ai masha langai mi gaw, laika sharin jawng yu ai hpang ma kaji ni a matu hpa galaw ya ai lam mung n nga ai nga nna tsun pru ai.



Shanhte gaw, laika sharin jawng yu ai hpang na aten hta ma ni a matu lama ma lajang ya yang nang hpam lu sha lang ai hpe jahkring kau ya lu na re ai nga ma ai. Shawng nnan na hpaji jaw ai ga hta bungli masing (**project**) langai shapraw ra sai lam ra ahkyak masa lawm nga ai. Lahkawng ngu na hpaji jaw ga hta dai zawn re ai bungli masing gaw buga hpe akyu jaw lu na re ai lam lawm nga ai.

Na a ka matsing hta ndai hpaji jaw ga ni hpe hkan tam yu nna, ra ahkyak masa ni hte gara hku seng ang nna bung pre ai hpe maram shingdaw yu u. Ndai hku galaw ai gaw hpang na lahkam rai nga ai tang dan laika lajang ai (**planning submission**) a matu ahkyak ai.

## Ga Shagyin

(Summary)

Ndai ga baw hta karum gumhpraw hpyi shawn na rai yang galaw ra ai sawk sagawn lam hpe jawm myit yu saga ai. Tang dan laika (**submission**) a matu shiga tam mahkawng yang hkan sa ra ai lahkam ni hpe gara hku masing galaw na mung, tang dan laika hti ai masha ni (**readers of submission**) chye mayu ai shiga hpe tam shinggyin yang gara hku hkan sa na ngu ai hpe mung tsun shalawm saga ai. Hpang jahtum hku nna shiga hpe kanang kaw lu la mai ai, gara hku shinggyin la mai ai, tang dan laika (**submission**) a matu shiga sawk sagawn ai (**research**) hpe kaning rai hkyen lajang nna galaw sa wa mai ai, ngu ai lam ni hpe jawm myit yu saga ai.



## Hpyi shawn laika hpe ka lajang ai lam

### Ga Hpaw

#### Introduction

Tang shawn laika ka lajang ai lam (**submission writing**) a Daw-3 de hkap hkalum la ga ai. Ndai lang gaw tang shawn laika (**submission**) ka ai hta lawan ai masing gran ai lam hpe jawm myit yu na rai nga ai.

Gumhpraw karum ai matsun hta hkan nna tang shawn laika (**submission**) a yaw shada ai lam ni gara hte rai nga ai hpe madi madun nna, tang shawn laika a hkrang hte malawm ni (**structure and contents of submission**) hpe yu yu na ga ai.

Tang shawn laika hta tsang manga nga ai (**five stages of submission**)—

- ★ Ga hpaw (shingdu labau) **background**
- ★ Bungli masing a pandung ni (**project goals**)
- ★ Bungli masing hpe htai shaleng dan ai (**description of project**)
- ★ Bunglji masing kaw na pru wa na mahtai (**out come**)
- ★ Gumhpraw jahpan (**budget**)

*Tsang hte tsang a yaw shada lam hpe yu yu ga.*

Tang shawn laika (**submission**) a tsang shagu hta lawm ai shiga ni hpe yu yu nna, tang shawn laika (**submission**) hta jai lang na matu htap htuk ai ga hkum, ga si ni hpe bawng ban na ga ai.

## Tang shawn laika a yaw shada lam ni

(Objectives of submission)

Tang shawn laika a yaw shada lam ni (**objectives of submission**), bungli masing a yaw shada lam ni (**objective of project**) hte gumhpraw karum ai masing a yaw shada lam ni (**objectives of funding program**) gaw shada da ahkyak hku matut mahkai ai lam nga ai.

Tang shawn laika a yaw shada lam ni (**objective of submission**) gaw nang tang shawn ai (**submission**) awng dang na matu pandung ni rai nga ai.

Tang shawn laika a yaw shada lam (**objective of submission**) gaw tang shawn laika a yaw shada lam kaba (**purpose of submission**) hte matut mahkai nga ai.

Na a tang shawn laika a yaw shada lam kaba (**purpose of submission**) gaw bungli masing (**project**) galaw sa wa na gumhpraw lu la na matu (**to obtain funds to run a project**) rai yang, tang shawn laika a yaw shada lam gaw gumhpraw lu na (**to gain funds**) ngu ai re.

Tang shawn laika a yaw shada lam kaba (**purpose of submission**) gaw, ma shapan ginra shabyin shatai na matu buga kongsi kaw na hkap la masat ya ai lu la na matu rai yang, tang shawn laika a yaw shada lam (**objective of submission**) gaw masat shagrin ai lu la na (**to gain approval**) ngu ai rai nga ai.

Bungli masing a yaw shada lam ni (**objectives of project**) gaw dai bungli masing galaw nna shangut la lu na myit mada ai lam ni rai nga ai. Ndai yaw shada ai lam ni gaw, bungli masing hku nna tang madun dan na ra ahkyak lam ni hte matut mahkai nga ai.

Gumhpraw karum ai (**donor**) a gumhpraw karum masing (**funding program**) yaw shada lam ni gaw gumhpraw karum ai dat kasa ni (**funding agency**) hku nna buga bungli masing ni hpe karum let (**funding community projects**) galaw shangut lu na myit mada ai lam ni rai nga ai. Gumhpraw karum ai ni nkau mi (**some donors**) gaw matsun laika (**written guidelines**) hpe ka da chye ma ai.

Amyu shayi ni a bungli masing a matu gumhpraw lu na tang shawn laika a yaw shada lam (**objective of a submission for funds for a women's project**) gaw bungli masing a matu karum gumhpraw lu la na (**funding for the project**) nga ai re.

Bungli masing a yaw shada lam (**objective of the project**) gaw amyus shayi ni a matu bungli masing hku nna shabyin ya lu na myit mada ai lam ni rai nga ai.

Ndai laika buk kaji hta myit shingran hku gumhpraw karum ai BSA hpung (**imaginary funding agency**) a gumhpraw karum ai masing (**imaginary funding program**) hpe ka shalawm da ga ai. Ndai masing (**program**) gaw Myeng mung na amyus shayi ni a bungli masing (**Burmese Women's Project**) a matu gumhpraw htawk karum ai re.

*Program masing a yaw shada lam ni (objectives of program) gaw—*

- ★ Amyu lakung kaji amy shayi ni (**ethnic minority women**) a htung hking lai len ni hpe kashu kasha ni a matu kyem mazing lu na lam tam shapraw nna amy lakung kaji ni hpe sharawt ai lam hta jai lang na.
- ★ Amyu lakung kaji amy shayi ni shada mahkri shawn ai lam hpe n-gun shajat ya nna, amy shayi ni a hpung ni (**women's organization**) hte kaga dat kasa hpung ni (**other agencies**) lata gindun sa wa ai lam hpe sharawt jat na.
- ★ Hkam kaja lam hte hpaji lam hpe amy lakung kaji amy shayi ni grau du dep hkap lu nna shanhte a nga pra madang rawt jat wa shangun na hte amy shayi ni a ahkaw ahkang hpe sharawt ya na.

Tang shawn laika a yaw shada lam (**objective of submission**) gaw gumhpraw karum ai masing langai ngai kaw na gumhpraw lu la na matu rai yang gumhpraw karum ai masing a yaw shada lam ni (**objectives of funding program**) gaw, amy lakung kaji amy shayi ni hpe karum madi shadaw na (**to assist ethnic minority women**) rai nna, tang shawn laika hta ndai bungli masing (**project**) gaw masing a yaw shada lam ni (**program's objectives**) hpe teng sha shatup ya lu na lam asan sha madun lu ra ai.

Ndai gaw na a tang shawn laika a yaw shada lam (**objective of your submission**) hte bungli masing a yaw shada lam (**objective of the project**) hpe gumhpraw karum ai masing a yaw shada lam (**objective of funding program**) hte matut mahkai nga ai lam rai nga ai.

Ndai yaw shada lam masum shada da matut mahkai nga na ahkyak ai sha n-ga, yaw shada lam shada da htuk hkat nna tang shawn laika (**submission**) hta asan sha ka bang da na ahkyak ai.

## **Kaga shiga matsun ni**

(Other information guidelines)

Masing a yaw shada lam ni hpe ka madun dan ai lam hta kaga, gumhpraw karum ai matsun ni (**funding guidelines**) gaw kaga shiga ni hpe mung shalawm da na rai nga ai.

- ◆ Laksan shingte masat hpung (**Any special target group**)  
Ga shadawn— amy shayi ni, hpyen hprawng shingbyi masha ni, bungli n lu ai masha ni, ma kaji ni, ramma ni, sakkung ni hpe lata lu ai.
- ◆ Laksan bungli magam (**Any special function**)  
Ga shadawn— kung kyang lam sharawt ya na, htung hking mazing na, hkam kaja lam sharawt ya na, laika sharin jawng yu ai hpang na aten hta gawn lajang ai lam.

◆ Laksan galaw ladat (**Any special way of operating**)

*Ga shadawn*— wunkat jaw shalat da sai jawng sara ni (**trained teachers**) hpe jai lang akyu jashawn na, wunkat jaw da sai ma shapan mu gun masha ni hte shawang myit hku galaw karum ai ni (**volunteer workers**)

◆ Bungli masing nnan shing n rai nga nga sai bungli masing ni  
(**New or existing projects**)

Gumhpraw karum matsun laika ni (**funding guidelines**) hta gaw, ya nga nga sai bungli masing ni hpe sha gumhpraw htawk na, shing n rai, bungli masing nnan ni hpe sha gumhpraw htawk na, shing n rai amyu lahkawng yan hpe gumhpraw htawk lu na ngu ai shiga hpe ka da chye nga ai. Gumhpraw karum matsun laika hta karum gumhpraw hpe gara kaw rai tim jai lu na, shing n rai nchyang shabrai a matu sha jai lu na, ngu ai lam ni asan sha ka shalawm da ra na rai nga ai.

◆ Bungli hpungdim na nhtoi ni  
(**Closing dates**)

Gumhpraw karum ai ni (**funding body**) hku nna jaw ai kaga shiga ni hta tang shawn laika hpe hkak la na lam hte seng nna kata lam azin ayang ka shalawm ai rai nga ai.

◆ Karum gumhpraw (garan gumhpraw) gunhpawn  
(**Amount of grants**)

Gumhpraw karum ai ni hku nna gaw lu la mai ai karum gumhpraw law dik kade, yawm dik kade rai na ngu ai shiga hpe mung jaw shalawm chye ma ai. Masing nkau mi hku nna gaw, bungli hpung ni (**organizations**) hpe karum gumhpraw (**grant**) garai n htuk jaw yang shanhte hpe nan gumhpraw tam shangun chye ma ai.

## Matsun ni hte tang shawn laika kanan

(**Guidelines and sample submission**)

Anhte a myit shingran kanan hta masing gaw gumhpraw karum lu na bungli shamu shamawt lam ni kade rai ra ai ngu nna shadawn shadang masat da ya ai lam n nga ai majaw, amyu shayi ni a matu daw jau ai shamu shamawt lam hpa hpe rai tim gumhpraw htawk karum mai ai. Ndai laika buk (**module**) hta ka madun dan na tang shawn laika kanan (**sample submission**) hta rawng ai bungli masing a shingte masha hpung (**target group**) gaw amyu lakung kaji amyu shayi ni (**ethnic minority women**) rai nga ai.

Gumhpraw karum ai masing a shingte masha hpung (**target group of funding program**) mung amyu lakung kaji amyu shayi ni (**ethnic minority women**) sha rai nga ai.

Dai majaw, BSA gumhpraw karum hpung de tang shawn ai laika (**submission**) hta Amyu Lakung kaji Amyu Shayi ni Shakut Rawt Masing (**Ethnic Minority Women's Initiative Program**) ngu ai gumhpraw karum ga baw npu e dai shingte masha hpung (**target group**) hpe tawn da yang mai na lam aja awa ahkyak shatai ra na rai nga ai.

## Tang shawn laika hkrang masa

(Structure of submission)

Tang shawn laika (**submission**) hpe gara laika hkrang hte ka lajang na ngu ai hpe gumhpraw karum ai hpung (**funding body**) kaw na lu la da na ahkyak ai. Ndai lam hta masat da ai laika hkrang nga ra na rai nga ai. Nang hpe laika hkrang kanan n jaw ai sha tang shawn laika ka na ahkang jaw ai rai yang gumhpraw karum ai ni (**donors**) hku nna gaw lawu de na ahkyak lam manga hpe ka shalawm shangun mayu na rai nga ai. Dai lam ni gaw—

- 1 Ga Hpaw (**Introduction or background**)
- 2 Bungli masing a pandung ni (**Project goals**)
- 3 Bungli masing hpe shaleng dan ai (**Description of project**)
- 4 Byin pru wa na mahtai ni (**Outcomes**)
- 5 Gumhpraw jahpan (**Budget**), ni rai nga ai.

Masat da ai laika hkrang (**standard form**) hpe tang nna tang shawn laika (**submission**) ka ra yang, dai laika hkrang hta rawng ai ga san ni gaw lahta de tsun da ai zawn shawng hpang n jaw na re. Raitim. shiga ni hpe san da ai ga san ni gaw lahta de na lam manga hte matut mahkai nga na rai nga ai.

Amyu Kaji Amyu Shayi ni Shakut Rawt Masing (**Ethnic Minority Women’s Initiatives Program**) ngu ai ga baw a npu e karum gumhpraw htawk na hpyi shawn laika (**submission**) hpe ka lajang na matu myit shingran na BSA gumhpraw karum hpung a hpyi shawn laika hkrang kanan (**imaginary sample BSA Grant Application Forum**) hpe lang na ga ai.

## Tang shawn laika a lahkam ninggam ni a yaw shada lam

(Purpose of stages in the submission)

Tang shawn laika a lahkam ninggam manga hta na lahkam shagu gaw shi a hte shi yaw shada lam (**purpose or aim of each stage**) gaw, dai lahkam hta hpa baw ka shalawm ra ai ngu ai hte gara hku ka lajang na ngu ai hpe matsun ya na rai nga ai.

### *Lahkam ninggam ni*

(Stages)

#### 1. Ga Hpaw (Introduction –background)

Ndai ninggam a yaw shada ai lam gaw karum gumhpraw tam ai bungli masing a matu gumhpraw hpyi tang shawn ai bungli hpung hpan hpe madun dan na matu rai nga ai. (**to indicate the project for which funding is sought, and the type of organization applying**).

Ndai shiga (**information**) a yaw shada lam gaw tang shawn laika (**submission**) hta kaning re ai lam ni lawm na ngu ai hpe nnan tang shawn wa ai kaw na ntsa lam kadun ai hku nna laika hti masha hpe chye shangun da na matu rai nga ai.

Shingdu mau mwi gaw laika hti masha (**reader**) hpe tang shawn laika a npawt nhpang (**source of submission**) a lam chye shangun nna, dai tang shawn laika gaw ya nga nga ai daw jau amu ni hte kaga bungli masing ni hta mahkrum madup nga ai bungli hpung (**organization**) kaw na rai kun? n rai kun? ngu ai hpe mung chye shangun nga ai.

## 2. Bungli masing pandang ni

(Project goals)

Ndai ninggam a yaw shada ai lam gaw bungli masing shatawng shada ai lam ni hte hpa majaw dai hpe gumhpraw karum na ahkyak ai lam madun dan na matu rai nga ai. Ndai shiga (**information**) gaw laika hti masha (**reader**) hpe, bungli masing a pandang ni (**goals of project**) hte gumhpraw karum a masing (**funding program**) bung pre ai kun? n bung re ai kun? ngu ai chye ginhka lu hkra karum na matu rai nga ai.

## 3. Bungli masing hpe htai shaleng dan ai lam

(Description of the project)

Ndai ninggam a yaw shada ai lam gaw, hpa baw galaw na, kadai galaw na, galoi, gara hku galaw na, bungli masing hpe kadai up hkang hpareng na, rung masha hpe gara hku san da na ngu ai hte bungli masing kaw na pru wa ai akyu hpe kadai hkam sha na ngu ai lam ni madun dan na matu rai ngai ai.

## 4. Bungli masing kaw na pru wa ai mahtai

(outcome of the project)

Ndai ninggam a yaw shada ai lam gaw, bungli masing awng dang ai lam hpe gara hku shadawn masat na, ngu ai hpe madun nna laika hti masha ni hpe byin ningpawt masa lam ni (**factors**) hte seng nna myit yu ngut sai lam madun dan nna, bungli masing a pandang ni hpe du dep hkap lu sai lam chye shangun na matu rai nga ai. Ndai byin ningpawt masa lam ni (**factors**) hpe bungli masa jep dan ai (**performance indicators**) ngu shamyng nna ladat kaga hku shadawn ra ai.

## 5. Gumhpraw jahpan

(Budget)

Ndai ninggam a yaw shada ai lam gaw, bungli masing (**project**) hpe galaw yang gumhpraw kade ra na lam madun dan na matu rai nga ai. Ndai gaw bungli masing a matu gumhpraw kade ra ai hpe tup hkra hpyi da ai hta n-ga, karum gumhpraw hpe hpa baw a matu jai lang na ngu ai mung tang madun da ai majaw ahkyak ai rai nga ai. Ndai gaw laika htai masha (**reader**) hpe bungli masing kade kaba ai lam hti yawm dik gumhpraw kade ra ai (**bottom line**) hpe hpyi ai lam chye shangun da ai majaw laika hte masha (**reader**) hku nna lu mai ai gumhpraw hte shadawn yang dai tang shawn lam hpe chye lu na rai nga ai.

## Tang shawn laika a ninggam shagu hta shiga hpe lang ai lam

(Using information in each stage of submission)

Tang shawn laika ninggam shagu a yaw shada ai lam hpe atsawm chye na ai gaw, ninggam shagu hte htap htuk ai shiga ni hpe akyu jashawn nna ninggam hte ninggam ka lu shangun nga ai. Ninggam shagu a yaw shada ai lam hpe asan sha chye yang gara shiga hpe gara ninggam hta ka bang na ngu ai chye shangun nga ai.

### Ninggam ni (Stages)

#### 1. Ga Hpaw (Shingdu labau)

Introduction (background)

Ndai ninggam gaw tang shawn laika hta ka da ai lam ni hpe shachyen ya nna, de a shingdu labau hpe tang dan nga ai. Bungli hpung (**organization**) kaw nna, dai bungli masing (**project**) gara hku npawt hpang wa ai lam hte bungli hpung a kaning re ai masa (**nature of organization**) ka shalawm na ngu ai shingdu labau shiga ni ka da nga ai. Dai hta lawm ai lam ni gaw—

- Bungli hpung a mying (**organization**)
- Bungli hpung a labau (**organization's history**)
- Dai bungli hpung a komiti malawm myitsu ni a mying ni shing n rai kongsi salang ni a mying ni hte tang shawn laika hta lawm ai rung masha ni a mying ni
- Bungli hpung hte matut mahkai na lam azin ayang (**Contact details for organization—address, phone numbers**)
- Bungli hpung a rung (**office of organization**)
- Jahpan jep hte matut mahkai na lam (nga yang) (**auditors contact details**)
- Bungli hpung a gumhpraw dum japan azin ayang (**details of organizations bank account (s)**)
- Bungli hpung hku nna lai wa sai aten hta gumhpraw karum ai hpung (**funding body**) kaw na gumhpraw lu, n lu
- Dai gumhpraw karum ai hpung (**funding body**) de tang ai report ni aten dep tang n tang hte myit dik shara nga, n nga
- Tang shawn laika (**submission**) hte gumhpraw karum ai hpung (**funding body**) jaw hkrak sai lam hkap la shagrin ya ai lam hte tang shawn laika (**submission**) hta ka bang da ai shiga (**information**) yawng teng man ai lam myit hkrum sai lam, organization ka da ai up hking hpareng ya ai ga shaka ndau laika lawm ma ai.

#### 2. Bungli masing a pandung ni

(goals of the project)

Bungli masing a pandung ni gaw dai bungli masing a yaw shada ai lam ni rai nga ai. Ndai ninggam hta ka shalawm ra ai shiga (**information**) gaw, bungli masing (**project**) hku nna shabyin mayu ai lam hpe asan sha ka shaleng da ai ga yan (**a clear statement**) rai nga ai.

Hpyi shawn laika ka ai lam

Sawk hka ja laika

*Ndai yaw shada ai lam ni (aims) hpe lawu de na hte maren ka da mai ai—*

“jaw ya na matu...” shing n rai “shajat ya na matu” shing n rai “Maden jat na matu”

Yaw shada lam (**aims**) ni hpe asan sha ka shaleng nna, dai ka shaleng da ai hpe bungli masing (**project**) hku nna teng sha galaw na lam hte matut ya ra ai. Ahkyak dik gaw kaja wa mai dep hkap lu na yaw shada lam (**achievable aims**) hte mai byin na zawn re ai yaw shada lam (**realistic**) rai nna, gumhpraw karum ai masing (**funding program**) hte mung masa htuk ai hku matut mahkai nga ra ai.

*Ga shadawn—* Amyu shayi ni a bungli masing hku nna ndai zawn yaw shada (**aim**) mai ai—  
“buga kata na amyus shayi ni a mtu shamu shamawt lam ni lajang yu na”

*Grau dam lada ai yaw shada lam (larger aim) gaw—*  
“buga kata na amyus shayi ni a nga mu nga mai lam sharawt na ngu nna ka mai ai.

Rai tim, ndai hku ka yang nau dam na re. Gaja wa, tatut n mai byin ai. Ndai yaw shada lam hpe byin mai ai masa hte du dep hkap lu na madang hku galaw ra ai. Dai majaw amyus shayi ramma ni (amyus shayi yawng n rai) a matu shamu shamawt lam lajang ya na hpe yaw shada ai gaw byin mai ai (**realistic**) masa rai nna, hpang de nang galaw ngut ai shaloi ndai yaw shada lam (**aim**) gaw tatut byin mai ai hpe sakse madun lu na rai nga ai.

Pandung ni hpe mung masat da ai aten ladaw laman hta du dep lu ra ai. Pandung ni hpe gumhpraw karum ai aten ladaw laman hta du dep lu ra ai. Karum gumhpraw hpe shawng nna na lang laning mi sha jaw yang, dai aten kadun laman e rai tim pandung mai du lu ai lam hpe madun dan ra ai. Dai majaw pandung ni (**goals**) gaw gaja wa grai mai byin ai pandung (**realistic**) nan rai ra ai.

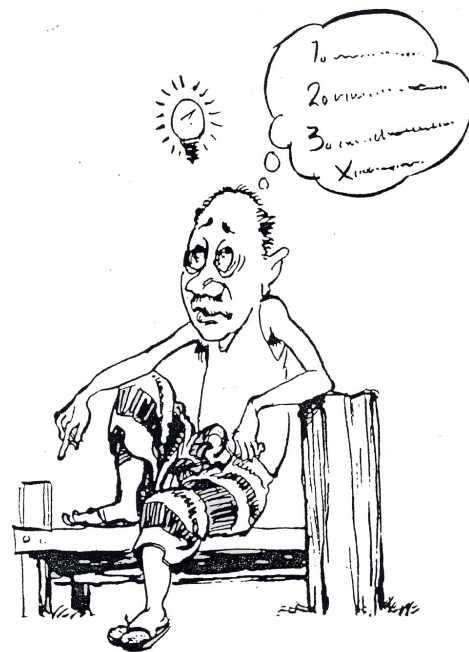
*Ga shadawn—* “Amyus shayi ni a matu shamu shamawt lam lajang ya na” ngu ai yaw shada lam gaw karum gumhpraw garai n jai ma yang du dep hkap lu mai ai pandung rai nga ai

Raitim, lawu de na yaw shada lam (**aim**) zawn re ai gaw gumhpraw karum ai laning mi na laman hta pandung n du dep mai ai hta n-ga, kade awng dang ai hpe mung shadawn yu na yak na re. “buga kata na amyus shayi ni a nga mu nga mai lam hpe sharawt ya na” ngu ka mai ai. Dai majaw, pandung ni hpe du dep hkap lu ra ai.

### 3. Bungli masing hpe lachyum shaleng ai lam (Description of the project)

Lachyum shaleng ai ninggam hta gaw bungli masa a lawu de na lam ni ka shalawm ra ai—

- ★ Nang hku nna bungli masing hpe galaw shangun mayu ai lam



- ★ Karum gumhpraw lu la yang, hpa baw galaw ya na, shamu shamawt lam hpa baw galaw na ngu ai lam ni
- ★ Kanang kaw galaw na hte galaw na lam ni azin ayang.
- ★ Dai bungli masing gaw hpa majaw kaja ai ngu ai (**justification**)— bungli masing galaw ra ai lam. Tang shawn laika hti masha (**audience**) gaw ndai bungli masing byin wa ai hpe hpa majaw mu chye mayu ai lam. Ga shadawn— Amyu shayi ni hpe gumhpraw karum ai masing langai mi (**a women's funding program**) ni hpe ningshawng jaw nna lama ma ni (mahkawn) ni hpe ningshawn jaw nna lama ma galaw ya ra ai hpe mu mada ai rai yang, tang shawn laika hta ndai lam hpe bungli masing a shingte masat hku madung dat ai lam (**focus**) galaw ra na re.
- ★ Bungli masing (**project**) kaw na pru wa ai akyu hpe kadai hkam sha na? Ndai shiga gaw bungli masing a singte uhpung (**target group**) hpe lachyum masat shaleng dan nga ai.
- ★ Shingte masat hpung (**target group**) a ra ahkyak lam shiga (**information**) gaw dai masha hpung hta ra nga ai lam ni, daw jau amu hpe kade hkam la mayu ai, hte ya ten byin nga ai masa ni hpe tsun dan nga ai.

*Ga shadawn-* buga kata na amy shayi ramma ni (mahkawn ni) a matu asak kung ai amy asak kung ai amy shayi ni (Hpaw mi ni) hte tsun shaga matut mahkai na n-gun jaw ai baw shamu shamawt lam hpa mung n nga ai majaw, dai lam shabyin ya na hpe mahkawn ni (asak kaji ai amy shayi ni) ra sharawng ai lam teng sha dan dawng nga ai rai yang, ndai shiga hpe ka bang shalawm ra na rai nga ai.

Bungli masing hpe kadai wa woi awn nna galaw na ngu ai gaw, dai bungli masing a up hkan hpareng lam hte rung masha (**staff**) ni a shiga hpe jaw ya nga ai. Ndai shiga (**information**) gaw bungli masing hta amu galaw lawm na masha ni sharin hkam la na wunkat a lam hte dai wunkat gaw dai masha ni hpe seng ang ai bungli ni hpe galaw na matu hpa baw galaw ra ai ngu ai mung kata lam azin ayang shaleng dan na rai nga ai.

- ★ Nang hku nna bungli masing (**project**) hpe gara hku woi galaw sa wa shangun na ngu ai gaw, bungli masing galaw byin na matu jai lang na ladat ni rai nga ai. Ndai daw hta gaw, amy shayi ramma ni a bungli masha ni galaw ra na magam lit ni a lam shiga ni lawm na rai nga ai.
- ★ Bungli masing hpe galoi galaw sa wa na lam. Ndai shiga hta gaw bungli masing a aten ladaw masat (**time-frame for the project**) lawm nga ai. Bungli masing kade daram na nna gara aten ladaw laman galaw lu na, n galaw lu na, aten kadun bat mi, shing n rai shata mi, shing n rai aten galu ga ashadawn laning mi kun? ngu ai hpe tang shawn laika hti masha (**reader**) chye lu na matu asan sha ka dan ra ai.

#### 4. Bungli masing kaw na pru na mahtai ni

(Outcomes of the project)

Bungli masing a byin shangun mayu ai mahtai (**the desired outcome of the project**) hpe du dep hkap lu ai lam madun dan na matu bungli masing a awng dang ai lam hpe gara hku shadawn dan na ngu ai lam bungli masing kaw na pru ai mahtai hta lu madun ra ai. Ndai lam hta bungli masing a awng dang lam hpe shadawn dan na bungli jep shadawn jitna (**performance indicators**) ni hpe jai lang ai mung lawm nga ai.

*Ga shadawn*—Amyu shayi ni a nga mu nga mai lam hpe shadawn dan ai amu gaw nau yak la ai amu rai nga ai. Raitim, shani shagu shamu shamawt ai bungli de amyus hayi ramma (mahkawn) ni sa lawm ai hpe shadaw dan ai amu gaw n yak nga ai.

Pru wa ai mahtai (**outcome**) hpe ndai hku ka mai ai: “lajang ya ai shamu shamawt lam ni hta amyus hayi ramma ni (mahkawn ni) sa shang lawm ma ai.”

Bungli masa hpe jep dan ai lam (**performance indicator**) gaw “shamu shamawt ai pang shagu hta amyus hayi ramma (mahkawn) marai (kade) sa shang lawm ma ai” ngu nna ka dan na rai nga ai.

#### 5. Gumhpraw jahpan

(Budget)

Gumhpraw jahpan ninggam hta gaw masat da ai aten ladaw laman (**time frame**) dai bungli masing (**project**) hpe galaw yang gumhpraw kade daram jai lang ra na, ngu ai shiga (**information**) ni lawm nga ai. Dai gumhpraw jahpan gaw arung arai gabaw shagu hta jai ang ai manu jahpu hpe mung madun da nga ai. Nang hku nna, bungli masing hta amu galaw nga ai masha marai kade, shanhthe bungl galaw ai aten hkying hkum kade, bungli masing a matu masat da ya ai aten ladaw (**time frame of project**) bungli masing (**project**) hpe galaw sa wa na matu lang ra ai sut nhprang (**resources**) kanang na lu na, hpa bawlang ra na ngu ai kata lam shiga azin ayang hpe bungli hta jai lang ra ai gumhpraw hpe sawn lu na matu chye tawn ra na rai nga ai.

*Ga shadawn—lawu de na lam ni hpe nang galaw da ra na re-*

- ◆ Bungli masing hpe galaw sa wa yang lang ra na sut arang ni (**resource to run the project**)
- ◆ Sut arang (**resources**) ni hpe ahkyak kaba hta hkan nna ga baw garan u (**assets**)— rung masha ni (**staff**), bungli galaw yang jai ra ai gumhpraw hte shani shagu na jai jahpan ni (**operating costs and recurrent costs**).
- ◆ Ga baw shagu hta gumhpraw kade hpra jai lang ra na hpe ka u.
- ◆ Shata shabrai hte bungli masha shagu hpe jaw ra ai kaga nchyang shabrai ni ka nna, rung masha (**staff**) ni hpe jaw ra ai gumhpraw yawng sawn shapraw u.
- ◆ Bungli masing (**project**) hpe galaw sa wa ai aten ladaw laman bungli hte seng nna jai ra ai gumhpraw (**running costs for the period of the project**) hpe sawn shapraw u.

- ◆ Jai ra ai ga baw kaba ni hpe arung arai kaba ni (**capital items**), shata shabrai, hte bungli a matu jai ra ai (**running costs**) gumhpraw ni a npu e ga baw kaji ni garan ka u.
- ◆ Hkrat ang ai gumhpraw yawng hpawn hpe pawng ka u. (**total all costs**)
- ◆ Ahkyak kaba ga baw ni (**capital items**) ni hta mawdaw (**motor vehicles**), dum nta (**buildings**), hte kompyuta (**computer**) fax jak zawn re ai lakung lakap arung arai ni lawm nga ai.
- ◆ Shata shabrai jahpan hta laban bat shagu htuk jaw ra ai shabrai ni, nta shap shabrai ni hte hkring sa shabrai (**retirement fund payments**) ni lawm nga ai.
- ◆ Shata shagu ayan e jai ra ai gumhpraw (**recurrent costs**) hta telehpone jahpu, myi hprap wan jahpu, dat-si mawdaw sau, maw daw gram jarit, a-ma-hkam (**Insurance**), laika maisau arung arai (**stationery**), arai shap jahpu, hte ndau jahpu (**advertizing**) ni lawm nga ai.
- ◆ Nang hku nna gumhpraw jahpan (**budget**) hpe ka lajang na rai yang, tang shawn laika hti masha (**audience**) hpe shanhte karum ai gumhpraw hte ging dan ai manu tawng na re ai lam hkap la hkra lu galaw na ahkyak ai. Tsun mayu ai gaw, nang hku nna bungli masing hpe lu galaw shabyin na daram jai lang ra ai gumhpraw hpe hpyi nga ai lam, hte shanhte a gumhpraw hpe lahpawt lama n di kau na lam lu shaleng dan ra ai, ngu ai rai nga ai.

### Tang shawn laika hta lang ai ga manaw ni

(Language used in a submission)

Tang shawn laika (**submission**) ka yang, dai tang shawn laika hpe kadai hkap htai na, kadai manu daw dan na, ngu ai hpe myit yu nna, shanhte grau chye na dik ai ga hkum, ga manaw (**language they would understand best**) hpe lata na grai ahkyak ai.

Nang gaw nang atsawm chye tawn ai lam lama ma hpe ka nga na rai tim, na a tang shawn laika (**submission**) hpe hkap hti ai masha ni gaw na a bungli hpung hte na a myit manaw ni hpe n chye na re.

Dai re ai majaw, nang hku nna gaw nang tang shawn ai laika (**submission**) hta rawng ai lam (**items**) nkau mi hte seng nna azin ayang, ka shaleng dan na rai tim, dai hpe gaw gumhpraw karum ai hpung a matsun ai sat lawat (**style**) hku ka na n mai malap ai. Na a bungli hpung shing n rai kaga bungli hpung (**organization**) a awng dang ai kaga bungli masing ni hku tang shawn laika (**submission**) hpe yu la nna, kaning re ai hku ka yang awng dang na ngu ai myit manaw hpe shaw na lam mai lu la nga ai.

Nang tang shawn ai laika (**submission**) gaw karum gumhpraw lu la na matu hpyi shawn ai laika (**submission**) law law hpe hti ai masha marai langai



ngai hkap hti ai tang shawn laika langai mai byin ai. Na a buga a lam hpe dai laika hti ai ni chye chyalu rai na ngu n tsun lu ai.

Tang shawn laika (**submission**) gaw tang dan laika (**report**) n re, labau maumwi (**story**) mung n re. Bungli masing a matu gumhpraw karum la na ra ahkyak ai lam hpe ka ai shaloi asan sha chye na na hte kadun daw k shagyin nna ka ra ai.

Bungli masing komiti shing n rai buga kongsi de tang madun nna hkap la shagrin ya ra ai baw bungli masing tang laika (**project proposal**) hpe nang ka nga ai rai yang, nang ka ai bungli tang dan laika (**proposal**) hta lang da ai ga hkum ga si ni hpe komiti malawm, kongsi salang ni atsawm chye na ra ai.

## **Ga shagyin**

(Summary)

Ndai ga baw hta tang shawn laika (**submission**) ka lajang ai shaloi masing hkyen ai lam hpe jawm myit yu saga ai. Tang shawn laika (**submission**) a yaw shada ai lam ni hpe gumhpraw karum ai matsun hte la kap nna tam madi madun saga ai. Tang shawn laika a ninggam 5 (**five stages of submission**) hte hpawn tang shawn laika a hkrang hte malawm ni (**structure and contents of submission**). Ga hpaw (shingdu labau), masing pandang ni, masing hpe ka shadan shaleng ai lam, masing kaw na pru wa ai mahtai, hte gumhpraw jahpan (**budget**) hpe myit yu saga ai. Ninggam shagu a yaw shada ai lam ni hpe mung jawm myit yu lai wa saga ai. Hpung jahtum hku nna, ninggam shagu hta ka shalawm ra ai shiga (**information**) hpe myit yu nna, tang shawn laika a (**submission**) hta lang na matu htap htuk ai ga a lam hpe bawng ban lai wa saga ai.



## Hpyi shawn laika hkrang

### Ga Hpaw

(Introduction)

Hpyi shawn laika ka ai lam (**submission writing**) a daw-4 hta gaw tang shawn laika hkrang (**layout of submission**) hpe myit shingran NGO hpung a karum gumhpraw hpyi shawn laika hkrang hta jaw da ai laika hkrang kanan hte la kap nna jawm myit yu na ga ai.

### Hpyi shawn laika hkrang masa

(Submission layout)

### Jaw da ai hkrang shadang kanan hpe lang ai tang shawn laika

(Submission using standard form)

Myit shingran BSA karum gumhpraw hpyi laika hkrang kanan hpe lawu de madun da ga ai. Dai laika hkrang hta ninggam shagu kanang de shayawn sa wa ra ai ngu ai hte gara hpang gara rai ra ai ngu ai lam hpe madun da nga ai.

<b>BSA Laika Hkrang (BSA Form)</b>	<b>Hpyi Shawn Laika Ninggam (Submission Stage)</b>
Daw kaji – A	Ga Hpaw (Shing du labau)
Daw kaji – B	Pandung ni, ka shaleng ai lam hte byin pru na mahtai ni
Daw kaji – C	Gumhpraw jahpan- Budget
Daw kaji – D	Hpyi shawn ai wa a lakmat

**BSA**  
**2004-2005 ning a matu**  
**Karum gumhpraw hpyi shawn laika**  
**Hpyi shawn ai ni a matu shiga**  
(information for applicats)

**Ndai laika hkrang hpe ka jahpring yang-**

**A.** Tsi chyang hte ka u, shing n rai ta dip jak hte kayat bang u.

**B.** Jaw da ai maisau pa man ai kaw ka nlaw yang maisau kaga hta ka nna matep shalawm u.  
San mayu ai lam nga yang BSA rung de matut mahkai u.

**Rung na lang na matu sha:Laika gumba**

No. \_\_\_\_\_

Hkap la ai nhtoi \_\_\_\_\_

Jahpan Hkap bang la ai nhtoi \_\_\_\_\_

Shawk lwa (Hpyi shawn laika) No. \_\_\_\_\_

Ahkyak la ai rung \_\_\_\_\_

Shawk lwa (Hpyi shawn laika) hte hkap masat ya ai nhtoi \_\_\_\_\_

**Daw kaji-A Hpyi shawn ai wa ka jahpring na matu**

**1.**Hpyi shawn ai wa a mying \_\_\_\_\_

**2.**Hkringdat

Lam \_\_\_\_\_

Mare \_\_\_\_\_

Mungdaw \_\_\_\_\_

Laika sa dap no. (Post office code) \_\_\_\_\_

Telehpone \_\_\_\_\_ Fax \_\_\_\_\_

**3.** Hpyi shawn ai gumhpraw kade \_\_\_\_\_

**4. Bungli masing ka shaleng dan ai lam- (Project description)**

**5. Hpyi shawn ai myitsu wa a matut mahkai na lam azin ayang-**

Mying \_\_\_\_\_  
Lam \_\_\_\_\_  
Mare \_\_\_\_\_  
Laika sa dap no. **(Post office code)** \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**6. Hpyi shawn ai wa a jahpan jum/chyere a lam azin ayang (Applicant's Accountant/ Book keeper Details)**

Mying \_\_\_\_\_  
Lam \_\_\_\_\_  
Mare \_\_\_\_\_  
Mungdaw \_\_\_\_\_  
Laika sa dap no. **(Post office code)** \_\_\_\_\_  
Telehpone \_\_\_\_\_ Fax \_\_\_\_\_

**7. Hpaji shawn ai wa a jahpan jep a lam azin ayang (Applicant's Auditor Details)-  
current or proposed (ya na jahpan jep shing n rai mying jaw da ai jahpan jep)**

Mying \_\_\_\_\_  
Lam \_\_\_\_\_  
Mare \_\_\_\_\_  
Mungdaw \_\_\_\_\_  
Laika sa dap no. **(Post office code)** \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**8. Hpyi shawn ai wa a BSA Gumhpraw dum jahpan azin ayang gumhpraw dum mying**

BSA code \_\_\_\_\_ jahpan no. \_\_\_\_\_  
Lam / mare \_\_\_\_\_  
Laika sa dap no. **(post office code)** \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

9. Hpaji shawn ai wa gaw hpaw ninghtan masat da ai hpung rai kun? (Is applicant an incorporated organization?)

Re  N re

Hpaw ninghtan masat da ai hpung rai yang dai hte seng ai lakmat (certificate of incorporation) hte gaw da ai tara (constitution rules) kanan (copy) hpe matep shalawm ra ai, shing n rai tau hkrau nna jaw da ra ai. Hpaw ninghtan masat da ai hpung n rai yang hpyi shawn ai wa ai langai hkrai kun?

Re  N re

Shing n rai n masat da ai hpung? (Unincorporated body)

Re  N re

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10. Lamu ga madu ai lam (Land tenure)

Ndai hpyi shawn laika ka shawn ai wa gaw dum nta, hting-ra hte kaga htawt sit n mai ai baw sut arang (assets) ni hpe mari la na lam ka shalawm ai rai yang ndai hpyi shawn laika hte yep lamu ga madu na ahkang sakse (evidence of land tenure) hpe matep shalawm ra na rai nga ai.

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11. Hpyi shawn ai wa (applicant) gaw shawng de BSA kaw na karum gumhpraw lu la ya sai kun?

Lu la yu sai  N lu la ai

(a) Hpyi shawn ai wa hku nna lai wa sai 2 ning laman BSA kaw na gum hpraw lu la nna, karum gumhpraw dawm kau na lam BSA e tara shang hpaji jaw ai rai yang lawu de na lam langai ngai a majaw rai kun?

(i) Karum gumhpraw jaw ai hta myit dik ai kun? Myit dik  N dik

(ii) Bungli masa jep jahpan aten dep jaw ai kun? Jaw ai  N jaw

(iii) Gumhpraw jahpan hpe aten dep tang ai kun? Tang ai  N tang

(iv) Gumhpraw karum ai (grant) a kaga masa ni hte bung pre ai kun?

Bung ai  N Bung

(b) Re a rai yang du na ra ai aten hta karum gumhpraw dawm kau ai lam bai n byin hkra hpyi shawn ai wa gara hku gram ra na hpe azin ayang ka u.

**Daw kaji-B Bungli Masing****Section-B The Project**

**12.** Na a hpyi shawn laika (**application**) hta jep madun ai ladat (**indicators**) ka bang shalawm na ra ahkyak nga ai. Nang hpyi shawn ai na shawk-lawa laika awng dang yang ndai daw hpe manu dara nna bai jashai jahtuk la mai ai.

<b>Bungli masing yaw shada lam ni</b> (Project objectives)	<b>Ladat ni</b> (Strategies)	<b>Myit mada ai mahtai</b> Expected outcome	<b>Jep dan ai ladat ni</b> (Indicators)
Bungloi masing gaw hpa baw galaw na?	Nang gaw dai hpe gara hku galaw na?	Ndai bungli masing hpe galaw ai majaw hpa baw byin wa na shing n rai kaning re ai galai shai lam pru na myit mada nni?	Bungli masing rawt jat sa wa ai hpe gara hku shadawn na?

**12.** Bungli masing hpe hpa majaw galaw ra ai lam azin ayang ka ai kaw, BSA karum gumhpraw hpa majaw lu la ra ai lam mung ka shalawm u.

13. Ndai bungli masing kaw na amyat mahtai hpe masha kade akyu hkam sha na kun?Ndai bungli masing a shingte hpung (**target group of this project**) gaw kadai ni rai ta? (*ga shadawn*— Buga kata e shanu nga ai mare masha yawng ..... shing n rai buga na ramma ni.....)

Shingte hpung (Target group)	La	Num	Yawng
Marai kade (Numbers)			

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### Daw kaji-C Gumhpraw Jahpan

(Section-C The Budget)

15. Ndai bungli masing a matu kaga shara ni kaw na karum gumhpraw hpyi lai wa yu sai kun?

Hpyi sai  N hpyi ai

15.1 Hpyi sai rai yang lawu de na shiga ni hpe azin ayang ka u.

Hpaga kasa hpung (**Agency**), dolla kade, karum gumhpraw a yaw shada lam (**purpose of the grant**), matut mahkai na masha a mying hte telephone no.

Matsing hpa— Lahta de tang madun da ai Hpaga kasa hpung ni a shang gumhpraw rai rai, jai gumhpraw jahpan rai rai, Ga san 17 hta gumhpraw jahpan kata lam (**budget detail**) hta hkum ka bang.

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16. Ya jaw nga ai karum gumhpraw gaw ndai bungli masing a matu ra ahkyak ai kun?

ra ai  n ra ai

16.1 Ra ai rai yang du na ra ai 2 ning a matu ra ai karum gumhpraw nhpang hpe ka dan u.

(Ga shadawn— Arang gumhpraw **capital**, Ayan e jai ai jarit- **Recurrent**, Ahkyak madung hta jai jahpan yawng hte ntsa lam shaleng dan ai laika ka u.)

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### 17. Gumhpraw Jahpan kata lam (**Budget Details**)

Kaga hpaga dat kasa hpung (**agencies**) kaw na shang gumhpraw hte jai gumhpraw hpe ndai kaw hkum ka bang.

Shang gumhpraw ( <b>Income</b> )				
	ndai lawk hta ya galaw nga ai bungli masing a matu sha kau		ndai lawk hta ya galaw nga ai bungli masing a matu sha kau	ndai lawk hta ya galaw nga ai bungli masing a matu sha kau
	Dai ning na hkap la masat ya ai budget	Tang dan ai bungli masing a budget	Kaga lam ni	Hpyi jat ai lam madung (ra yang mai sau shajan kaga hta ka u)
Gumhpraw Arang ( <b>Capital</b> )				
Ayan e jai jarit ( <b>recurrent</b> )				
Bungli masing kaw na shang gumhpraw ( <b>Project generated income</b> )				
Kaga Hpa baw nga ai hkrak ka u				
Shang gumhpraw yawng ( <b>Total income</b> )				

Jai gumhpraw Arang (**Capital**)

Lamu ga Dum nta sut rai ( <b>Real property</b> )				
Kaga arung arai ni (Hpa baw ngu ai ka u)				
Nsen rim jak hte nsen htawn jak				

**Buga ginra hpareng hpaji ginlen wunkat**

Punghkum, saboi arung arai (furniture)				
Arang yawng (Total capital)				
Shabrai ni (Salaries)				
Shabrai				
Lu sha				
Dum nta shap jarit (Housing allowance)				
Tsi tsi jarit gumhpraw				
Shabrai yawng				

**Kaga Ayan jai jarit ni (Other recurrent)  
Mawdaw ni (Motor vehicles)**

Mawdaw sau (fuel)				
Mawdaw gram (repair and maintenance)				
Maw daw gram jarit (Repair and Maintenance)				
Mawdaw nta (buildings)				
Nhku na Arung arai (Furniture)				

**Buga ginra hpareng hpaji ginlen wunkat**

Shachyaw jahkum (Plant and equip)				
Mawdaw lam gram (Roads)				
Kaga gram				

**Daw jau jarit ni (Services)**

Jahpan jum jahpu				
Htaw wa htaw sa jarit				
Gumhpraw dum de (Bank Charges)				
Jasan jaseng (cleaning)				
Bawngban hpaji jaw jarit (consultants)				
Jak rai shap jahpu equipment hire, vehicles				
A-ma-hkam (insurance)				
Zuphpawng jarit				
Laika sa jarit (postage)				
Kaga manu rawt ai (rates)				

**Hpyi shawn laika ka ai lam**

**Sawk hka ja laika**

**Buga ginra hpareng hpaji ginlen wunkat**

Masha nna shaga (recruitment)				
Nta shap (rent)				
Telehpone/Fax				
Kaga jarit (hpa baw)				
Maw daw jak sau (Fuel)				

**Hkawm sa jarit (Travel)**

Jarit (Allowances)				
Mawdaw, taxi, wan lent, nbung li, (Fares)				
Kaga (Hpa baw)				
Kaga ayan jai jarit ni (Other recurrent)				
Masam maram kawan jarit ni (Field trip)				
Shamu shamawt amu hta lang ai arung arai, maisau hte kaga (Stationery)				
Jai jarit yawng hpawn (Total Expend)				

**Matsing hpa**— Shang gumhpraw yawng hpawn hte jai jarit yawng hpawn bung hkat ra ai.

**Daw kaji-D Hpyi shawn ai wa a lakmat**

(Section-D Applicant's Certificate)

19. Ndai daw kaji hpe atsawm hti u.

Ndai hpyi shawn ai wa gaw \_\_\_\_\_ hpe Lailun buga amyu shayi ni a htung hking ginra gawgap na matu gumhpraw hpyi shawn ai.

Ngai/ anhte gaw ndai hpyi shawn laika hta rawng ai shiga hpe ngai / anhte chye lu ai daram teng man nna jaw ai ngu hkap la masat sai. Shiga jahkrat ai lam (**omission**) shing n rai n teng n man ai shiga jaw ai lam (**false statement**) a majaw BSA hku nna ndai hpyi shawn laika (*shawk-lawa*) hpe ning dang kabai kau ai lam shing n rai laika man 1 hta rawng ai hte maren karum gumhpraw dawm kau ai ari jaw ai lam byin lu na hpe ngai/anhte chye na ga ai.

Hpyi shawn ai wa gaw, ndai hpyi shawn laika hpe BSA hku nna manu dan jep yu na matu dai hta ka da ai shiga (**statement**) ni hpe jep hkam na lam myit hkrum sai.

Hpyi shawn ai wa hku nna, ndai hpyi shawn laika gaw hpyi shawn laika (*shawk-lawa*) sha rai nna karum gumhpraw teng sha lu na *a-ma-hkam* ai lam n re ai hpe chye na ai.

Hpyi shawn ai wa gaw lawu de na langai ngai rai yang—

- a. Tinghkrai marai langai mi rai yang npu e ta masat ka u.
- b. Bungli hpung (**organization**) rai yang ndai hpyi shawn laika (**application**) hpe up hking komiti (**steering committee**) a 5/11/96 ya na gaw da ai tara zuphpawng hta hkap la shalai dat sai.

Lailun buga amyu shayi munghpawm hpung (**Lailun Women's Union**) a malai lawu de na ahking lu ai myitsu gaw bungli hpung (**organization**) a gaw da ai tara hpe maren ta masat ka da sai.

\_\_\_\_\_  
Ta masat  
(Signature)

\_\_\_\_\_  
Aya  
(Position)

\_\_\_\_\_  
Nhtoi  
(Date)

Yawng hpe ka jahpring shatsap ngut jang tang shawn laika (**submission**) hpe kalang bai hti yu nna lawu na ga baw ni hpe alak mi myit yu ra na rai nga ai.

- ★ Laika yan shachyaw ai (**sentence construction**)
- ★ Laika daw gram ai (**paragraph correction**)
- ★ Ga hkum shachyaw ai hte ga hkring ga sa bang ai lam ni (**Spelling and punctuation corrections**)

Hpyi shawn laika ka ai lam

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Sawk hka ja laika

- ★ Hpyi shawn laika hpe hti sharai ai (**proof-reading the submission**), dai gaw— lam shagu myit dik ram ai madang rai sai hpe hkrak chye na matu hpyi shawn laika hpe azin ayang bai hti yu ai re.
- ★ Hpanyang jahtum hku nna, laika hkrang kasi (**layout**) hkrak sai kun? ngu ai hpe jep yu na. Atsawm sha ka ai hkrang kasai hte re ai hpyi shawn laika gaw, hkrup mara di nna ka ai tang shawn laika hta grau awng dang na masa nga ai.
- ★ Nang gaw kaga hpyi shawn masha tsa lam hku nga ai ni hte shing jawng nga ai hpe dum u. Dai majaw, na a tang shawn laika ni hta laklai jan ai hpe laika hkap hti ai ni a myi hta dan dawn shangun lu na ahkyak ai. Na a hpyi shawn laika (**submission**) hta atsam arang bang magang, grau awng dang na lam nga magang rai nga ai.

Awng dang u ga.

## Ga shagyin

(Summary)

Ndai ga baw hta bungli masing a matu hpyi shawn laika nhprang ka ai lam (**drafting of submission**) hpe galaw madun dan saga ai. Dai hpanyang, ga baw (shingdu labau) hte bungli masing pandung ni hpe ntsa lam laika nhprang ka saga ai. Nde a hpanyang e gaw, bungli masing hpe hta dan ai (**project description**), pru wa na mahtai ninggam ni (**outcome stages**), hte bungli masing a matu gumhpraw jahpan (**budget for the project**) hpe laika nhprang (**draft**) ka saga ai. Hpyi shawn laika (**submission**) hpe laika hkrang kasi nlawm ai hku mung, BSA laika hkrang kasi hku hkan nna mung jawm ka saga ai.

