

**UNIS-Hanoi Community Organisation  
Project Funding Application Form**

1. Name of proposed project: Additional Outdoor Seating

2. Date of application submission: 19 August 2009

3. Name of applicant: Ellis Thompson  
Title (if school employee): Not Applicable

Contact information:

E-mail address: Ellis@gmail.com  
Primary phone number: 0901234567

4. Name of project leader (if different): Zoe Goldman  
Title (if school employee): Not Applicable

Contact information:

E-mail address: zoe.cheetah100@gmail.com  
Primary phone number: 01227297377

5. Are you (check those that apply):

Student in ES MS HS  
 Parent of child in ECC ES MS HS  
 Staff for ECC ES MS HS  
 Faculty for ECC ES MS HS  
 Subject (identify):  
 Other (identify)

6. Mother tongue: Spanish

7. Has funding for this project been requested before?

Yes  No

If yes, please explain.

We submitted an application during the last funding cycle, but it was not accepted so we are trying again.

8. Which group will be the primary beneficiaries of your project (tic no more than two):

Students  
 Parents  
 Staff  
 Faculty  
 Administration  
 Outside charity  
 Other (explain):

9. Who else will benefit and how?

Faculty and parents may also benefit from having additional outdoor seating on the school grounds.

10. Please describe your project. (For example, what will you do or purchase, what problem will your project solve or what un-met need will it meet? How will your project enhance the UNIS community? What are your goals, and how will you achieve them?) (no more than 1 page):

We will purchase additional outdoor seating for the UNIS campus, to be placed in coordination with Facilities. The existing outdoor seating is great, but demand is high for much of the year, and more is needed. In addition, we will purchase some child-size seating for the younger kids.

This project will meet the need for additional outdoor seating - we often see people looking for seating outside that is not available.

In order to implement the project, we will take the following steps:

1. We have already investigated through Facilities and the Business Office where the previously purchased outdoor seating was purchased. So we will start with that vendor, and obtain additional quotes from at least one other vendor to ensure that we are getting a competitive price.

2. We will work with Facilities to plan the placement of the seating so that it does not interfere with emergency exit routes or transfer traffic between classes for MS/HS.

3. We will make the order, and follow up with the vendor on a regular basis to check on progress.

4. We will check the quality of the seating prior to delivery, and supervise delivery to ensure proper placement of seating.

5. We will sit and enjoy!

11. How long do you anticipate your project will take, from funding to completion?

One month or less

1-3 months

3-6 months

More than 6 months (please explain)

12. How does your project help further the mission of UNIS, and the objectives of the SCO? (no more than ½ page)

The project will enhance the sense of community at UNIS because people like to sit outside and talk. There is really nowhere else either inside or outside to sit and chat - the library has to be quiet and the canteen is not set up for these activities outside of lunch hours.

In addition, giving kids a place to get together to study outside during the more pleasant months will enhance their learning experience at UNIS.

13. Have you read and understood the SCO Project Funding Application Information, and do you understand your responsibilities to adhere to your budget and report issues to the SCO Executive Committee?  Yes  No

14. Please provide a budget on the attached budget template.

15. Signature of applicant: \_\_\_\_\_  
Name: Ellis Thompson

Signature of project leader, if different: \_\_\_\_\_  
Name: Zoe Goldman

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SCO Use Only:

Date received: 25 Aug 2009      Date acknowledged: 26 Aug 2009

Routing:  SCO then HOS

HOS then SCO      Date transferred to HOS:

Returned to applicant (incomplete application)

Date returned:

