

*To be filled by the secretariat:*

□ Campus-Based Project

□ Community-Based Project

□ New Project

□ Culture and Arts Project

**Form A-1: Project Entry Form** (one entry per form)

Please fill-out this form by substantially providing the information asked. This will be the basis for the paper-screening process of project entries. Please do not alter/ amend the form nor leave any field blank. Write NA for fields which are not applicable. All forms must be encoded. Soft copies are downloadable through www.xu.edu.ph. Please print 5 copies of the accomplished form. Soft copy which includes the documentation photo must be contained in a CD and submitted to OSA-SACDEV not later than the deadline.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name/ Title of Project Entry:** | | | | | | | | | | |
| **Name of Organization:** (Please spell out acronyms.) | | | | | | | | | | |
| **Type of Project:**  □ Lecture/ Forum/ Conference/ Congress/ Summit  □ Tutorial  □ Info Drive/ Awareness Campaign  □ Livelihood Training Seminar | | | | □ Tree Planting/ Parenting  □ Clean-up Drive  □ Medical/ Health Mission  □ Donation/ Fund Drive | | | | | □ Theatre Play  □ Variety Show/ Concert  □ Workshop  □ Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Description of Project:** (Briefly state the nature, background, and concept of the project.) | | | | | | | | | | |
| **Project Objectives:** (The objectives can be one line or more detailed text.) | | | | | | | | | | |
| **State below the link with the organization purpose/ mission.** (State here the link that connects the project to that of the mission/ vision/ purpose of the organization.) | | | | | | | | | | |
| **Project Deliverables/ Output:** (These are the things that you have at the end of the project, e.g. report, a building, improved service levels, improved health condition of the beneficiaries, heightened sense of awareness in a community, etc.) | | | | | | | | | | |
| **Start Date:** | **End Date:** | | | | | **Project Site/ Location:** (Complete Address) | | | | |
| **How long have you been conducting the project?** (Please fill this part if the project has been conducted several times already/ was also conducted in previous years. State the number of years.) | | | | | | | | | | |
| **Who were the beneficiaries?** | | | | | | **Number of beneficiaries:** (If applicable) | | | | |
| **How were the beneficiaries selected?** (Please write down the process and the criteria applied in selecting the beneficiaries, if any.) | | | | | | | | | | |
| **How did the beneficiaries benefit from the project?** (Please state the long term impact of the project on the beneficiaries.) | | | | | | | | | | |
| **How do you assess the level of impact or positive change you have made after implementing the project?** (Please check one.)  □ **HIGH** –The project was felt to a very large extent. Very significant positive changes were achieved/ have made significant contributions to  the lives of the beneficiaries/ community.  □ **ABOVE AVERAGE** –The project was felt to a large extent. Significant positive changes were achieved after implementing the project.  □ **GOOD** – The project was felt to a good extent. Some changes were achieved after implementing the project.  □ **FAIR** – The project was somewhat felt. The condition of the beneficiaries/ community remained largely unchanged after the project. | | | | | | | | | | |
| **Briefly describe one major need/ concern that was successfully addressed by the project. Explain what actions were taken and what were the positive results, benefits, or effects.** (Maximum of 150 words) | | | | | | | | | | |
| **How did you implement the project?** (If the project has several phases/ stages, please enumerate them and describe how each phase was accomplished. Please indicate pending phases/ stages and state the reason of delay. Please indicate also the date/ month of accomplishment.)  *e.g. Stage 1: Selection of beneficiaries (August 2010) – The organization conducted a survey…)* | | | | | | | | | | |
| **Were there any difficulties encountered while implementing the project? If yes, please state how you addressed such difficulties.** | | | | | | | | | | |
| **What do you think makes your project unique from other projects with similar nature?** (If any; you may state here technologies/ methodologies which you have applied in order to make your project distinct from others.) | | | | | | | | | | |
| **What are your future plans for the project?** (If any) | | | | | | | | | | |
| **Who were the project stakeholders?** (These are the people who were involved in the project. This includes people within your organization, partners, and sponsors within and outside the University.) | | | | | | | | | | |
| **Name of Stakeholder** | | **Role Specific to the Project** | | | **Contribution to the Project** | | | | | **In a scale of 1-10 (10 being the highest, rate the level of involvement of your partner/ beneficiary (ies).** |
| *e.g. Coca-Cola Foundation* | | *Partner* | | | *Sponsored 2 bookshelves…* | | | | |  |
| **What was/ were the counterpart(s) of the beneficiary (ies) of the project? Please specify.** | | | | | | | | | | |
| **Project Benefits:** (Please outline below the benefits enjoyed by the organization, individuals within the organization, and partners/ sponsors after implementing the project.) | | | | | | | | | | |
| **Organization** | | | **Members of the Organization** | | | | | **Partner/ Sponsor** | | |
| *e.g. The organization was able to promote its cause of providing functional libraries to public high schools.* | | | *The members of the organization were able to enhance their marketing skills in raising funds for the project.* | | | | | *The sponsoring company was able to increase their exposure and thus widen range of clientele.* | | |
| **Over-all Cost of the Project:** | | | | | | | | | | |
| **Breakdown of Expenses:** (Cash Flow/ Summary Only) | | | | | | | **Sources of Funds:** (Please indicate amount and source.)  *e.g. P10,000.00 - Coca-Cola Foundation* | | | |
| **Contact Information:**  **Full Name of Person Submitting the Entry:**  **Course and Year:**  **Position in the Organization/ Role in the Project:**  **Mobile Number:** (One only. Please indicate the number where you are sure to receive message.)  **E-mail Address:** (One only. Please indicate the address where you are sure to receive message.) | | | | | | | | | | |
| I hereby certify upon my honor that all facts and information contained in this form are true and correct. Further, I agree that the organizers of the search have the sole prerogative to select the winners and that their decision is final and executory.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name Date | | | | | | | | | | |

**Form A-2: Photo Documentation** (Maximum of 12 photos; 6 photos per sheet)

Name/ Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Caption here.*

*Photo here.*

*Caption here.*

*Photo here.*

*Caption here.*

*Photo here.*

*Photo here.*

*Photo here.*

*Caption here.*

*Caption here.*

*Photo here.*

*Caption here.*