<Logo>

<Organisation Name>

Project Proposal

<Project title>

**13 July 2014**

**Submitted by:**

<Name>

<Title>, <Organisation>

<Phone>

<Email>

|  |
| --- |
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Acronyms

**INSTRUCTIONS: Delete any acronyms that you do not use in your report. Add any additional acronyms that you use. Acronyms should ONLY be used for things that appear more than 15 times in your proposal . If something appears less than 15 times it should be written out in full every time. The first time you use an acronym it should be written out in full with the acronym in parentheses afterwards.**

AIDS Acquired Immunodeficiency Syndrome

HIV Human Immunodeficiency Virus

M&E Monitoring and Evaluation

MoH Ministry of Health

NGO Non-Governmental Organization

TOT Training of Trainers

# Proposal Overview

**INSTRUCTIONS: Write the section last. The overview should be a maximum of 2 pages for most proposals.**

**Title**

<Insert the title of the project>

**Problem**

<Briefly describe the problem being addressed>

**Target Area & Beneficiaries**

<Briefly describe the geographic target area and the people who will benefit from the program>

**Goal**

<Insert the goal of the project>

**Outcomes**

* <Insert outcome 1>
* <Insert outcome 2>
* <Insert outcome 3>.

**Duration**

<Describe when the project will start and finish>

**Budget**

<Give the total budget for the project>

**Sustainability**

<Briefly describe how the project activities will be sustained in the long term>

# About <Organisation Name>

**INSTRUCTIONS: Complete this section with details of the organisation submitting the application. If more than one organisation is submitting in partnership then copy these sections and complete them for each partner.**

## Organisation Details

|  |  |
| --- | --- |
| Organisation Name | <Insert> |
| **Address** | <Insert> |
| **Website** | <Insert> |
| **Telephone** | <Insert> |
| **Fax** | <Insert> |
| **Contact Person** | Name: <Insert>  Telephone: <Insert>  Mobile phone: <Insert>  Email: <Insert> |
| **Registration Details** | Type of organisation: <Insert>  Country: <Insert>  Year: <Insert>  Registration Number: <Insert> |

## Background

<Describe the background of the organisation, including when it was founded, who founded it, and why>

## Vision & Mission

<Give the vision and/or mission of the organisation>

## Structure

<Describe the structure of the organisation, including the number of staff and board of directors. Insert an organisational chart.>

## Past and Current Projects

<List the past and current projects that the organisation has implemented which are relevant to the current proposal. Describe the key results from each project and details for a contact at the donor who can provide a reference.>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Project Title | Key Results | Donor | Budget | Contact Person |
| <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Name>  <Title>  <Phone>  <Email> |
| <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Name>  <Title>  <Phone>  <Email> |
| <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Name>  <Title>  <Phone>  <Email> |
| <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Name>  <Title>  <Phone>  <Email> |

# Technical Proposal

**INSTRUCTIONS: Complete this section with details of the project being proposed. Try to be as specific as possible when describing the problem and solutions that you propose.**

## Problem Background

<Describe the problem that you are trying to solve. Include relevant statistics and references to previous research showing how big / serious the problem is, who is affected by the problem. Also describe any previous projects or research that has shown what works when trying to solve the problem>

## Geographic Target Area

<Describe the geographic areas that the project will target. Include one or more maps if possible>

## Beneficiaries

### Direct

<Describe the number and type of people who will benefit directly from the project (e.g. people who will attend training, or who will receive support)>

### Indirect

<Describe the number and type of people who will benefit indirectly from the project (e.g. the family members of people who benefit directly)>

## Approach

<Describe the overall approach that you will use to solve the problem. If the approach is something that has been used before (e.g. Community Let Total Sanitation, Participatory Rural Appraisal, etc) then describe how it has been used previously and why you think it will be appropriate in your setting>. If relevant you can also describe the specific activities in this section.

### <Activity 1>

<Describe the activit>

## Logical Framework

**INSTRUCTIONS: Complete the following logical framework table, describing the goal, outcome, outputs and activities of the project. See the** [**Logical Framework (Logframe) Template**](http://www.tools4dev.org/resources/logical-framework-logframe-template/) **on tools4dev for an example of how to complete this table.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | PROJECT SUMMARY | INDICATORS | MEANS OF VERIFICATION | RISKS / ASSUMPTIONS |
| **Goal** | <Insert> | <Insert> | <Insert> | <Insert> |
| **Outcomes** | <Insert> | <Insert> | <Insert> | <Insert> |
| **Outputs** | <Insert> | <Insert> | <Insert> | <Insert> |
| **Activities** | <Insert> | <Insert> | <Insert> | <Insert> |

## Monitoring & Evaluation Framework

**INSTRUCTIONS: Complete the Monitoring & Evaluation Framework table, describing each indictor and how it will be measured. See the** [**Monitoring and Evaluation (M&E) Framework Template**](http://www.tools4dev.org/resources/me-framework-template/) **on tools4dev for an example of how to complete this table.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | INDICATOR | DEFINITION | BASELINE | TARGET | DATA SOURCE | FREQUENCY | RESPONSIBLE | REPORTING |
| **Goal** | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> |
| **Outcomes** | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> |
| **Outputs** | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> | <Insert> |

## Work Plan

**INSTRUCTIONS: Use the** [**Work Plan Template**](http://www.tools4dev.org/resources/work-plan-template/) **on tools4dev to create a work plan similar to the example below in Excel and insert it into your proposal.**



## Risk Assessment

**INSTRUCTIONS: Use the** [**Risk Assessment Template**](http://www.tools4dev.org/resources/risk-assessment-template/) **on *tools4dev* to create a risk assessment similar to the example below and insert it into your proposal.**



## Gender Equity

<Describe how gender equity has been considered in the design of the project>

## Vulnerable Groups

<Describe how the needs of vulnerable groups, such as minority groups and people with disabilities, have been considered in the design of the project>

## Sustainability

<Describe how the results of the project will be maintained in the long term. For example, through handing over to the government, building a sustainable social enterprise, or seeking further donor funding>

# Financial Proposal

## Budget

**INSTRUCTIONS: Use the** [**Budget Template**](http://www.tools4dev.org/resources/budget-template/) **on *tools4dev* to create a budget similar to the example below in Excel and insert it into your proposal.**



## **Budget Narrative**

<Describe each of the key line items in the budget, why the item is required and how the cost for the item was estimated>

## **Financial Management**

<Describe how the organisation will manage the budget appropriately and transparently. For example, will there be a dedicated accountant? Annual external audits? etc>

## **Local Contributions**

<Describe any contributions that will be made by participants or local communities, such as volunteer time, or in-kind donations of equipment and materials>

## **Co-funding**

<If the project is being funded by multiple donors outline the monetary contribution that each donor is making>

# References

**INSTRUCTIONS: Insert full references to documents mentioned in the text. References should include as a minimum the author, date, title, source, and URL of the document where available. All references should use the same format.**

<Author>, <Date>. <Title>. <Source>. Available at: <URL>

<Author>, <Date>. <Title>. <Source>. Available at: <URL>

<Author>, <Date>. <Title>. <Source>. Available at: <URL>

<Author>, <Date>. <Title>. <Source>. Available at: <URL>

# Appendices

**INSTRUCTIONS: Add any necessary appendices. This may include registration certificates, background information on the approach or activities, job descriptions for key positions, etc.**

## <Appendix Title>

<Insert appendix content>

## <Appendix Title>

<Insert appendix content>