

The Ultimate Checklist for Proposal Writing Structure

Heading	What to include?
<input type="checkbox"/> Cover Page	<input type="checkbox"/> Name of Project <input type="checkbox"/> Submitted To <input type="checkbox"/> Submitted By
<input type="checkbox"/> Table of Content	<input type="checkbox"/> Content Heading/ subheading with page number <input type="checkbox"/> Annex
<input type="checkbox"/> List of Abbreviation	<input type="checkbox"/> Abbreviation- Full form (In alphabetical order)
<input type="checkbox"/> Executive summary	<input type="checkbox"/> What do you propose to do? <input type="checkbox"/> Where? <input type="checkbox"/> Why? <input type="checkbox"/> For whom? <input type="checkbox"/> With whom? <input type="checkbox"/> For how long?
<input type="checkbox"/> Organizational Background (Only if required by the donors, if not include it as the Annex)	<input type="checkbox"/> Who are you? <input type="checkbox"/> Philosophy / mandate? <input type="checkbox"/> History and significant interventions / track record <input type="checkbox"/> Expertise in addressing the problem or need <input type="checkbox"/> Organisational structure <input type="checkbox"/> Major sources of support <input type="checkbox"/> Affiliations / accreditations / linkages
<input type="checkbox"/> Project Background	<input type="checkbox"/> Who took the initiative? <input type="checkbox"/> Does the project fit into an existing development plan or programme? <input type="checkbox"/> Is this the first phase of the project, or the continuation of an activity already undergoing? <input type="checkbox"/> If this is the case, what have been the main results of the previous phase? <input type="checkbox"/> What studies have been done to prepare the project? <input type="checkbox"/> Who else operates in this field?
<input type="checkbox"/> Problem Statement	<input type="checkbox"/> Describe the scope and magnitude of the problem <input type="checkbox"/> What are the immediate causes? <input type="checkbox"/> What are the underlying causes? <input type="checkbox"/> What are the effects? <input type="checkbox"/> How does it affect people? <input type="checkbox"/> Why does it have to be addressed? <input type="checkbox"/> Why now and not later?
<input type="checkbox"/> Goals and Objectives	<input type="checkbox"/> Goals (or overall objectives): <input type="checkbox"/> Describes the long-term goals, your project will contribute to. <input type="checkbox"/> Project Purpose or Specific Objective: <input type="checkbox"/> Describes the objective of your project in response to the core problem. <input type="checkbox"/> Expected Results:

	<input type="checkbox"/> Describes the outputs or concrete results of your project.
<input type="checkbox"/> Beneficiaries	<input type="checkbox"/> Clearly identify <u>direct</u> and <u>indirect</u> beneficiaries: <input type="checkbox"/> Directly receiving support <input type="checkbox"/> Indirectly benefiting <input type="checkbox"/> How many? <input type="checkbox"/> Where? <input type="checkbox"/> Characteristics? <input type="checkbox"/> Specify how and at what stage they will be involved in the project
<input type="checkbox"/> Work Plan and Timeline	<input type="checkbox"/> What will be done? <input type="checkbox"/> How? <input type="checkbox"/> By whom? <input type="checkbox"/> Where? <input type="checkbox"/> By when?
<input type="checkbox"/> Budget	<input type="checkbox"/> Project Budget <input type="checkbox"/> Budget explanations and justifications <input type="checkbox"/> Organizational Budget
<input type="checkbox"/> Monitoring and Evaluation Plan	<input type="checkbox"/> What will be monitored and why? <input type="checkbox"/> By whom? <input type="checkbox"/> How often? <input type="checkbox"/> Using which tools and methods?
<input type="checkbox"/> Sustainability	<input type="checkbox"/> Institutional sustainability <input type="checkbox"/> Technical sustainability <input type="checkbox"/> Socio-cultural sustainability <input type="checkbox"/> Financial sustainability
<input type="checkbox"/> Annexes	<input type="checkbox"/> Glossary <input type="checkbox"/> Maps <input type="checkbox"/> Statistics/ policy documents <input type="checkbox"/> Proof of registration and tax benefits for donors <input type="checkbox"/> Financial statement <input type="checkbox"/> Composition of Board of Directors <input type="checkbox"/> List of major donors <input type="checkbox"/> Annual report, brochures & publications <input type="checkbox"/> Specific studies or evaluation reports <input type="checkbox"/> Memorandum of agreement with partners <input type="checkbox"/> Letters of support <input type="checkbox"/> Pictures <input type="checkbox"/> Others...