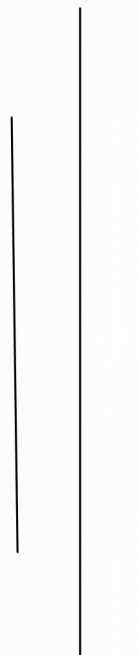


GRANT PROPOSAL

[Name of the Project]



Submitted By

[Name of the NGO]

Date: _____

Table of Content

I.	EXECUTIVE SUMMARY	3
II.	ORGANIZATIONAL BACKGROUND.....	3
III.	PROBLEM STATEMENT	4
IV.	GOALS & OBJECTIVES.....	4
V.	SCOPE OF WORK	5
VI.	BENEFICIARIES.....	5
VII.	TIMELINE	5
VIII.	BUDGET	6
IX.	MONITORING & EVALUATION.....	6
X.	SUSTAINABILITY.....	6
XI.	ANNEX.....	7

1. Executive Summary

In NGO proposals, an executive summary highlights the important aspects of the proposal clearly and succinctly at the top of the document. The executive summary is distinct from the introduction or project rationale, as it does not delve much into how the project began or why it is necessary. Executive summaries can be written in paragraph or table format.

For best effect, the executive summary should include the information that most interests the donor. Go through the donor's application guidelines to find which details the donor cares about in its applicants. Typically, these are:

- Project location
- Problem the project is trying to solve
- Project approach to solving the problem
- Number of targeted beneficiaries
- Grant amount requested and time frame
- Name of applying NGO(s)
- Contact information
- Impact

2. Organizational Background

The organizational Background, also called organizational profile, organizational history or NGO profile, describes in detail the qualifications of the applying organization. The organizational background can help donors decide if the applicant will be a good partner.

An organizational profile may include:

- Organization name
- Organization age
- Registration status
- Organization type (NGO, CBO, network, faith-based, etc.)
- Specialty area
- Scope of work
- Partners (if any relevant to project)
- Link to more information

NOTE: In multi-stage application processes, donors do not require a detailed organizational background until proposal makes the short list. However in one-stage applications, the donor may require a very detailed organizational profile up front.

3. Problem Statement

The problem statement, also called the 'project justification,' 'project rationale,' or 'project background' is an argument in favor of implementing the proposed project. It gives a detailed explanation of why you want to implement this specific project in this specific location in this specific manner.

The problem statement should:

- State the problem as clearly and precisely as possible.
- Reflect the donor goals and guidelines.
- Summarize relevant background information about the region, community and resources available.
- Include specific information regarding the focus area and beneficiaries, including input from the community.
- Refer to research data, live examples, past projects, quotes and media articles to build a case for support.
- Explain the organizational strength and capacity in addressing this problem and achieving long-term impact.

4. Goals & Objectives

The project rationale should lay the ground work of what the problem is and why it is important to solve. In the next section, the proposal should explain the overall goal and objectives, showing how the project intends to approach the problem.

Remember, project objectives should be SMART

- S **Specific**
- M **Measurable**
- A **Achievable**
- R **Relevant**
- T **Time-bound**

5. Scope of Work

Scope of work (SOW) is an agreement of the work to be performed to achieve the above-mentioned goals and objectives. Scope of work should include specifics of the project deliveries- the service you are going to provide to your beneficiaries.

6. Beneficiaries

The project beneficiaries also called the target group or the target beneficiaries of your project, are those who will benefit from your project. They are the people whose circumstances you want to change by implementing your idea. They can be affected directly or indirectly by the project. Always include both direct and indirect beneficiaries.

For example- *Your project gives out sewing machines to 15 women and train them in sewing. These 15 women are the direct beneficiaries of your project. Their families are the indirect beneficiaries, as the extra income the women will earn will benefit them as well.*

7. Timeline

Projects take time to implement. Even a short workshop takes a lot of planning before the event and follow-up after the event. A project timeline or work plan should describe the order and length of time in which each activity will take place. This includes each step involved in implementing the project, when each step will occur, for how long and who is responsible.

A timeline shows:

- List of activities and/or steps to completing activities
- Time periods and durations of each activity/ step, typically by month or quarter
- Persons or teams responsible for completing each activity/step, ideally with one point of contact
- All this information in one table that is easy to read and work with

Here is a simple example of a Gantt Chart:

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Responsible
Administrative activities							
Get permission from local government							Program manager
Approval of plan by government engineer							Project manager
Registration of water organization							Project manager
Elaboration of rules and regulations	permanent						Program manager
Infrastructure activities							
Building of the water tank							Engineer
Laying of pipes							Engineer
Installation of personal tabs							Engineer

8. Budget

A budget simply put, refers to a document which specifies how money will be allocated to implement the activities described in the proposal. Think of the budget as the proposal narrative explained in numbers. The budget gives a clear picture of all expenditures involved in carrying out a project. In short, a budget is a description of the project in numbers.

There are two basic means of organizing expenses:

- by activity and
- by line-item

Note: Make sure the budget is presented in the required donor format if available. If the proposed donor is only being asked to pay for part of the cost, include the entire project budget but also make it clear separately what the request is. The budget should also include a proper overhead rate (a percentage of the total) that covers overheads not reflected in the budget.

9. Monitoring & Evaluation

Monitoring and Evaluation or M&E, is an approach that has mainly been developed to measure and assess the success and performance of projects, programs or even entire organizations. Discuss how progress will be evaluated throughout and at the end of the project. M&E is an important requirement for donors, but proper M&E provides benefits to implementing organizations as well

10. Sustainability

Sustainability is the ability of an organization to continue its mission or program far into the future. All projects have to end eventually, but the project impact should continue. Donors want to see how the project and its impact will outlive their direct involvement in the project.

When developing the sustainability plan, it is important to mention how the community or the primary beneficiaries of the project will be participating in the implementation process. A community is an important project stakeholder and its involvement is ensured from day one of the project. By explaining their involvement in the plan, the donor can clearly see that sustainability is built into the core of the project.

11. Annex

Things that usually go in the annex include:

- Further research
- A detailed profile of your organization
- Staff profiles
- Reports of past projects
- Case studies
- References
- Registration/legal documents
- Pictures