**Proposal Application**

**Date:**

 

**Name of Proposed Project:**

**Total Requested Budget for Proposed Project:**

**Name of Organization:**

**Registration Number of Organization:**

**Bank Where Organization has Account:**

**Project Manager/ Contact Person(s):**

 

**Mobile Number(s):**

**Email (required):**

 

**Physical Office/POCAddress:**

**Location (City, Department, Region) of Project:**

**1.      Proposal Summary (**Short introduction to proposed project)

1. Provide a brief summary of the proposed project and why it is important.
2. On what activities will the money be spent?
3. Where will activities take place?
4. How many people will benefit?

**2.      Introduction to Organization/Group** (One to two paragraphs about your organization)

1. How many staff does your organization/group have? Is there a bookkeeper?
2. How many will coordinate/manage this project?
3. Any previous grants received (if applicable, what was the amount of funding)?
4. Where are hard-copy project/administrative files stored?

**3.      Project Goal/Objectives**

1. What is the overall goal of this project?
2. What objectives do you hope to achieve?
   1. Objectives should be specific, measurable, realistic, and timebound, i.e. “Plant one hectare vegetable garden at primary school before the end of the year.”
3. How did your organization decide on this activity design?
4. Who are the beneficiaries, how did you select them, how many are men vs. women?

**4.      Program Design** (This is the most important part of the proposal and should be several paragraphs)

Explain what specific activities will be done, when the activities will be done, and who will be responsible for each activity.

1. What specific activities and milestones will be achieved?
2. Who will oversee each activity?
3. Who will manage income generated from this project?
4. Does your project require the use of land?  Provide proof of ownership/permission.

**5.      Sustainability Plan**

1. How will this project be self-sustaining?
2. How will the project continue after grant period is finished?
3. What are potential risks to the success of this project and how will you mitigate these risks?

**6.      Project Evaluation Plan**

* **Objective**: Statement to show the expected changes (measurable, specific, and timebound)
  + i.e. 100 households with improved access to food by the end of the grant period.
* **Activities**: Specific action to help achieve objective/results.
* **Indicators**: a number, percentage, or value that can measure success.
  + i.e. % of households with improved access to food.
* **Baseline:** Information collected before/at start of a project as basis for assessing progress.
* **Target:** Indicates the number and timing of that which is to be realized.
  + i.e. 50% of households with improved access to food by end of the year.

**Monitoring and Evaluation Plan**

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| --- | --- | --- | --- | --- |
| **Objective** | **Activities** | **Indicators** | **Baseline** | **Target** |
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**Activities Timeline**

(Fill in boxes below with project activities/tasks in chronological order.  No grant activities in the first month to allow for payment request to be submitted and processed.)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Phase | Month 1 | Mo. 2 | Mo. 3 | Mo. 4 | Mo. 5 | Mo. 6 | Mo. 7 | Mo. 8 | Mo. 9 | Mo. 10 | Mo. 11 |
| Sign grant agreement | x |  |  |  |  |  |  |  |  |  |  |
| Request and transfer funding | x |  |  |  |  |  |  |  |  |  |  |
| Activity: |  | x |  |  |  |  |  |  |  |  |  |
| Activity: |  | x | x |  |  |  |  |  |  |  |  |
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| Activity: |  |  |  |  |  |  |  |  |  |  |  |
| Submit closeout reports |  |  |  |  |  |  |  |  |  |  | x |

**Budget Template** (modify budget template as needed)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization's Name:** | | | | | | | |
| **Be sure to break down your budget into specific line items and include the unit type, number of units, and unit cost**. Explain in the notes column where costs come from, where quotations came from, and details to help us understand costs. Adapt categories and add line items as needed. **All prices listed in local currency.** | | | | | | | |
| **Line Items by Budget Categories** | **Unit Type** (days, people, bags, kg, fares...) | **# of Units** | **Unit Cost** | **Total Cost in CFA** | **Total Cost in USD** | **Any local contribution** | **Budget Notes** |
| **Supplies/Material-** all tangible property (no computers, vehicles, tricycles, prohibited items etc) | | | | | | | |
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| **Subtotal Supplies/Material** |  |  |  |  |  |  |  |
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| **Contractual or Personnel-** agreement to obtain goods and services, such as payment for a trainer, installation fees, or stipend for work rendered. | | | | | | | |
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| **Subtotal Contract/Personnel** |  |  |  |  |  |  |  |
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| **Travel-** List travel expenses such as ground transportation for trainings, delivery for equipment, etc. | | | | | | | |
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| **Subtotal Travel** |  |  |  |  |  |  |  |
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| **Other Direct Costs-** operating expenses that are directly linked to the award but not included elsewhere, such as airtime or bank fees. | | | | | | | |
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| **Subtotal Other Direct Costs** |  |  |  |  |  |  |  |
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| **Total Proposed Budget** |  |  |  |  |  |  |  |