



Format for the proposal

Title of the project:

Organizational information: Name of the organization, contact details and primary contact person, information on legal status, goal and mandate of the organisation, the activities that the organization has undertaken to address this problem, total annual budget of the organisation.

Context/ Project Justification: Describing the situation or problem the project seeks to address.

Goal: What is the overall goal of the current project?

Objectives: What are the specific objectives of this project? One paragraph describing the specific changes the project is seeking to bring about. Please distinguish between short and long-term objectives.

Activities, Expected Results and Indicators:

Please give details of the activities to be undertaken during this project. What are the expected results and the indicators to monitor the progress of the work? Also include key strategies, when they will take place, for how long, how often, and the key groups or individuals conducting them.

Time Frame: Give the time frame envisaged for each activity.

(It is recommended that one puts the goal, objectives, activities, results, indicators and time frame into a log frame table)

Key Challenges/Issues: What are the key challenges and how one has attempted to minimize them while designing the activities.

Programme Management: How will the project be managed? What will the system for Planning and Review of work be? Who all will be involved in the planning, implementation and review of the project?

Monitoring and Evaluation: What will be the system for the Monitoring and evaluation of the project? Describe how progress will be tracked and the outcomes of the project will be monitored. What indicators will be used to assess and measure whether project

objectives are being achieved? Please include key communications strategies to disseminate results and lessons from the project.

Budget: A detailed break up of the budget. (Preferable in excel sheet).