

Standard Proposal Template for NGOs

COVER PAGE

Name of the Applicant Organization:	
Type of Organization:	
Signatory/ Organization Representative:	
Contact Information of the organization:	
Project Title:	
Project Duration:	
Country of project location:	
Budget – Total project value (LKR):	
Budget – Total expected funds from donor (LKR):	
Brief summary of the proposed project:	

1. PROJECT DESCRIPTION

1.1 Situational Assessment (Max. 1 page)

Clearly state the problem(s) you are seeking to address. Describe the population with which you propose to work and the problems and conditions in which they are threatened to enjoy quality of life. Background information must focus only on the specific environment relevant to your project area and the identified problem(s). Your situational assessment should be supported by recent data, literature and other verifiable information.

1.2 Solution and technical approach (Max. 1.5 pages)

Based on the information you provided in the situational assessment and your description of the problem you are seeking to address, clearly state your proposed solution(s). Please provide a clear rationale for the solution(s) based on your situational assessment. Provide a clear and detailed narrative of your project objective(s) or Impact, and outcomes and outputs. It is important to include a discussion about how your solution links to the sector you propose to engage at local/national levels. Partnerships should also be identified.

1.3 Activity Plan (Max. 4 pages)

Please include a work plan that contribute to the achievement of outputs, outcomes and objectives/ impact mentioned in the previous section. It is recommended to include a summary of activity description under each activity describing (i) sub activities – if relevant, (2) places, (3) participants (4) implementors, and (5) activity methodology. Please also include a Gantt chart to explain time considerations of activities proposed.

1.4 Project monitoring and evaluation (Max. 2.5 page)

2. Narrative (Max. 0.5 page)

Provide a brief narrative describing the method(s) of data collection and storage that will be utilized for the project. Describe how you will review data and monitor results to determine whether desired results are being achieved and whether implementation is on track.

2. Logical framework matrix (Max. 2 pages)

Develop a logical framework matrix indicating the hierarchy of objectives, indicators, means of verifications, assumptions/ risks, and pre-conditions. Indicators are recommended to be both in quantitative and qualitative if possible.

1.5 Project Sustainability

Please describe how you plan to ensure that your activities continue at a high-quality level beyond the period funding.

2. ORGANIZATIONAL CAPACITY

2.1 Previous experience in the proposed area

Please provide a detailed but concise description of your previous or ongoing experience implementing similar activities. If you have been a prior grantee of [the donor you are applying now], provide a description of prior projects, major accomplishments and project implementation dates.

2.1 Organizational capacity

Please describe the resources (human, technical, financial) available to your organization to be able to successfully implement the project within the proposed timeframe and cost.

2.3 Management and staffing

Please describe how the proposed project will be effectively managed. Specifically, identify the key personnel and provide the following information for each key personnel position:

- *Key qualifications of the proposed individual*
- *Roles and responsibilities for each position*
- *Reporting and lines of authority for each position. An organizational chart may be included to illustrate this information. If relevant to your project, describe the relationship between Headquarters offices and country or field offices.*
- *Amount of time that the person will be dedicating to this project*

If you have partners, discuss how the partner relationship will be managed and the roles and responsibilities of each partner.

3. BUDGETING

Funders generally provide with budget formats or templates.

Please provide all cost information in LKR [or USD if specified].