

GRANT PROPOSAL FORMAT

Organization _____

Contact Person _____ Position Title _____

Address _____

City _____ Postal Code _____ Country _____

Telephone _____ Fax _____ E-mail _____

Partner Organization (s) _____

Contact Person _____ Position Title _____

Address _____

City _____ Postal Code _____ Country _____

Telephone _____ Fax _____ E-mail _____

Project Title _____

Total Project Budget _____ Funds Requested _____

Project Period _____

Provide a detailed project description answering the following questions:

(1) Abstract/Summary:

The abstract should explain in a few lines the project goals. It should also identify any concrete products or other outputs associated with the proposal.

(2) Project Needs and Objectives:

Please explain, clearly, how this proposal contributes to ICMP's priorities.

A. Problem statement:

Summarize the problem this project will be addressing. Please explain the situation in the community and, specifically, the problem in terms of people (beneficiaries) that you are concerned about.

B. Objectives:

Based on the problem being addressed, what are the goals to be achieved with this project?

(3) Target Audience:

Who will participate in this project? What community will be affected by this project? How many people will be affected or reached through this project? How are you going to identify them? Where are your beneficiaries located? How is your organization going to reach them? Why this target population?

(4) Project Activity and Products:

A. Activities:

Please describe what you will do to achieve your objectives. Summarize each activity of your project. Describe where, how, and when those activities will take place and who will be responsible for doing what activities. Be concrete and offer examples.

If you are planning to conduct interviews, send a survey, analyze data, etc, please describe the key questions that will be addressed. Please provide information on special skills that might be required and how you will address those (i.e. if you want to analyze data collected, do you have statistical knowledge?)

B. Workplan:

Please provide a timetable for the activities that will be conducted under your project. This should clearly describe which activities would be conducted and at what time (i.e. month-by-month).

C. Products:

Describe any reports, published products, or other tangible things that will result from this project.

(5) Project Impact and Results:

Describe what you expect to accomplish as a result of this project activity? How will the original problem be addressed or solved? Describe indicators or other ways that you will measure or evaluate the success of this project? (e.g. surveying beneficiaries, monitoring mutual activities, surveying public opinion, monitoring the media, seeing certain actions or decisions of your targets). What follow-up is planned for the project?

(6) Evaluation:

How do you plan to evaluate the success of the project?

(7) Logical Framework:

See below for an example.

(8) Institutional Information from new partners to Family Associations of Missing Persons:

Please provide background about your association and/or about your partner organization and their capacity to actually implement the activities that it has proposed. This information is important to provide, even if ICMP is already acquainted with some of your past work.

A. The organization(s):

When was the organization(s) created? What are your goals? What is your strategy to accomplish your goals? What have they accomplished till now (describe briefly only)? How many members do they now have? Do they have a board?

B. Human resources/staff members:

Please provide a job description for all people who will work on this project. Provide biographical information on the people who will work on the project or attach CVs whenever available (necessary for NGOs applying with a family association of the missing).

(9) Technical or Organizational Support:

State what kind of support or training, if any, you would want in order to improve the effectiveness of your organization and the implementation of this project. (Examples: writing proposals, mission statement, advocacy training, conflict resolution, media relations, volunteer management, etc.)

(10) Funding Sources:

What other sources for funding and in-kind contributions have been solicited to support this project

(other than ICMP)? What support has been committed to this project? Please list the names and contributions of any previous donors. Please list other donors whom you intend to approach in the future. Does your organization have a fundraising strategy?

(11) Project Budget:

Provide an itemized budget using the attached format. Please also provide a budget narrative, which justifies why items are needed, especially facilities and staff stipends, or provides any other needed explanation.

SAMPLE LOGICAL FRAMEWORK

LOGICAL FRAMEWORK

		Indicators of success	Means of verification	External influences and risks
Goal				
Purpose				
Expected results				
Activities	1.			

Explanation: indicators of success are only related to activities. **e.g. Activity # 1.** Organization of a public tribune with FA's and NGO.

Indicator is: one (two, etc.) public tribune organized. Conclusions from the discussion, report, etc.

Means of verification: list of participants, press release, evaluation forms, photos, report, etc.

External influences and risks: Insufficient support of local government, no political will, lack of interest, bad weather, etc.

SAMPLE BUDGET FORMAT

On a separate sheet of paper, please prepare a budget in Euro (or local currency with exchange rate). The budget should show a detailed breakdown of (1) the ICMP funds requested for the project and (2) the total costs of the project.

The format below is recommended as a guide but your own budget based on the needs of your project may be different.

Grant Budget Cover Sheet

Organization: _____

Partner Organization(s): _____

Project Title: _____

Project Period: Start date: _____ End date: _____

(1) Funds Requested from ICMP: _____

(2) Matching Funds or in-Kind contribution: _____

(3) Total Project Budget: _____

Date of Proposal Submission: _____

Other Funding or in-kind contributions for the Project

Source (List funding organization)	Status (Requested or committed)	Amount

Budget Notes:

Sample Project Budget

	Item	Months/Unit	Rate Per Unit	Amount Requested	Other Donors	Total Project
I.	Project Management					
a)	Project Manager Stipend		/month			
b)	Project Assistant Stipend		/month			
c)	Expert Fees (Accountant, Lawyer, Other)					
d)	Other					
	<i>Subtotal</i>					
II.	Project Support					
a)	Office Rent					
b)	Communications (Phone, Fax, E-Mail)					
c)	Postage/Delivery					
d)	Office Supplies (Paper, Pens, etc.)					
e)	Other					
	<i>Subtotal</i>					
III.	Project Activity					
1.	Events					
a)	Participant Costs					
b)	Travel					
c)	Lodging					
d)	Meals					
e)	Program Materials					
f)	Room Rental					
2.	Publications					
a)	Editing					
b)	Printing Costs					
c)	Distribution Costs					
d)	Translation Costs					
3.	Training/Consulting Services					
4.	Other (Please Specify)					
	<i>Subtotal</i>					
	TOTAL					