



Realtime Insights

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2024

GRANT PROPOSAL TEMPLATE

Your Fundraising Catalyst!



Synopsis

In many cases, granters have their proposal templates which you **MUST** adhere to when submitting your proposal.

Before using this template, please ensure that the grantor/donor that you are targeting does not provide a specific template for use.

This tool is most appropriate in the application of grants where the donor does not provide a specific template. It can also be used in unsolicited proposals.

1. Cover page

Provide basic information of the applicant. You can use the table below as a guide.

Basic Information

Name of Organization:

Title of the Project

Country

Site(s)/Location(s) of proposed project:

Type(s) and Number of target Population

Proposed Program Dates:

Name of the contact person:

Contact details (Email, Tel)

Total Funding amounts requested:

Program Goal:

Program Objectives:



2. Introduction

Briefly introduce your organization –mention your vision, mission, and priorities. Introduce the proposed project by highlighting the problem that will be addressed, the proposed solution, key strategies and the expected outcome of the project.

3. Problem statement/analysis

This section should provide a concise description of an issue/need to be addressed or a condition to be improved upon. Discuss the gaps that you want to address, providing a detailed analysis of the causes and consequences of the problem. Contextualize the problem by describing how the local people experience this problem. Use past assessments and research to provide evidence on the needs of the target population. Describe the significance of the problem focusing on why it should be addressed?



4. Target Beneficiaries

In this section, provide a detailed analysis of your target population. Describe the process of beneficiary targeting and selection. Describe the characteristics of your target population?

Provide a demographic profile of who they are- their age, gender, race, country /county of origin, their vulnerabilities etc.

Provide the number that you intend to reach through this project.



5. Project Description/Methodology

This section seeks to provide a solution to the problem at hand. Describe the following in detail:

The goal and objectives, the key evidence-based strategies and approaches that you will adopt to enable you to address the needs of the target population and your implementation model.

Discuss the key activities that you intend to implement. And any partnerships that are key to achieving your goals

Tip: Avoid lots of literature review in this section. Focus on the solution that you will offer



6. Project Monitoring and Evaluation Plan

In this section, provide details of how you will keep track and assess the results of the interventions throughout the life of a program.

Describe the monitoring and evaluation plan for the program. This should clearly describe the indicators that you will track, methods of data collection (surveys, Key Informant interviews, focus group discussions etc.), timeline and frequency of the measurements and responsible staff.

Provide the project targets, and reporting frequencies. Provide any planned evaluations (baseline, mid-term, end-term).



7. Sustainability

In this section, provide details of how you will ensure that the project impact outlives the project activities.

Explain how your project will survive beyond the project period. Focus on how you will embed the project activities within existing structures to ensure their continuity beyond the project period.

Discuss the local capacity building elements.



8. Project Management

Discuss how this particular project will be managed.

Who will be the overall decision maker?

Share the names and brief profiles of the key persons highlighting their education and past experience.

Share an organogram with clear reporting relationships.

9. Capacity Statement

Demonstrate your programmatic capacity.

Describe the organization's expertise and relevant experience working in the proposed location and sector.

Demonstrate capacity in other organizational systems including financial and procurement, Administrative, Governance and Human Resource.



10. Work plan

List down and discuss all the key project activities providing details on the objective of the activity, who it will target, how it will be implemented, where and when it will be conducted.

Ideally the work plan should be provided in both narrative and in a table format.

Tip: start with the table format and then use it to develop the narrative.

11. Budget

Demonstrate your programmatic capacity.

Describe the organization's expertise and relevant experience working in the proposed location and sector.

Demonstrate capacity in other organizational systems including financial and procurement, Administrative, Governance and Human Resource.





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ALL THE BEST!

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