

CHEAT SHEET

MODULE 5



The project proposal explains the plan and purpose for the set of activities a development organization wishes to implement, and requests funding from a donor. The proposal should be developed by a team- this can include project managers, fundraisers, beneficiaries, the board, consultants, accountants and reviewers.

Executive Summary

The primary purpose should be to help the donor quickly find the information they need to evaluate the project.

Project Rationale/Justification

It is an argument in favor of implementing the proposed project which gives a detailed explanation of why the project is required.

Project Goals

Project goals is a very general, high-level and long-term vision for the project.

Project Objectives

Project objectives are the specific achievements which the project aims to complete.

Project Strategies

Strategies are broad concepts or approaches to achieving the specific project goals.

Project Activities

Project activities are actions undertaken by the project to achieve the set objectives.

Project Results

Project results are the changes or effects expected to take place after implementing the project. **Output – Outcome – Impact.**

Monitoring and Evaluation

M&E is an approach that has mainly been developed to measure and assess the success and performance of projects, programs or entire organizations.

The sustainability plan

The sustainability plan is basically a document, that describes how your project will be sustained in the long term. **Community Sustainability – Financial Sustainability – Organizational Sustainability.**

Timeline and Workplan

The timeline shows the chronological order of events that you plan to do in your project. A Workplan also includes information about responsibilities, objectives and sometimes even the budget.

Budget

A description of your project in numbers.

BEFORE YOU SUBMIT

- *Proofread your proposal – again and again*
- *Check the math in your budget*
- *Take a look at the guidelines again*
- *Never submit right on deadline*
- *Keep the format in mind*
- *Make sure you have all necessary documents*