

Project Proposal Template

Project Proposal Template

**Organizational information:**

All fields must be filled in with up-to-date information

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| NAME OF THE ORGANIZATION: | |
| CONTACT INFORMATION: | |
| Executive Director:  Email:  Office telephone:  Fax:  Mobile:  Mailing address:  Website: | Contact Person for the project:  Email:  Office telephone:  Fax:  Mobile: |
| BANK INFORMATION:  Bank name:  Address:  Beneficiary Name:  IBAN Account Number:      SWIFT code: | |

**Project Information:**

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| Name of Project: |
| Time frame:(start and end date) |
| Total budget:  Total value of the project in USD  MHI :  Value in USD of grant request from MHI  Other sources:  Total value in USD of other contributions |

**PROJECT PROPOSAL**

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| 1. **Project Description**   Please provide an outline of your project including:   1. **Project goal (s) and objectives** (overall purpose and specific objectives) 2. **Main Activities** (the cluster of activities you will undertake to achieve your objectives) 3. **Project Staff and Resources** (the staff and other major resources that will be required to carry out this project) 4. **Partners** (specific organizations and other stakeholders (networks, key government officials etc.), that will collaborate in the described activities) 5. **Expected Outcomes** (list of the project outcomes you expect by the end of this grant period). |

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| 1. **Rationale**   Please provide a brief description of why this project is necessary and why your organization is the most suited to implementing this project. You should include here a brief description of the operating context and relevant background information about the organization. |

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| 1. **Risk**   Please provide a brief description of organizational and external factors that could affect the project implementation and prevent you from reaching your goals. |

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| 1. **Project Budget Narrative**   Please provide a narrative justification for the categories of expense from the budget. |