

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 USDMHI :     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.  |