

Proposal Template for Short Term Projects

Revision C (9/15/17)

Guidelines for preparation of a Proposal:

1. Proposals may be submitted any time of the year. SIFAT will evaluate proposals starting in October and March each year. Unless urgent, proposals will not be evaluated until the beginning of the next evaluation period (October or March)
2. Send proposals to Art Stephenson by email at agstephenson@comcast.net.
3. All proposals must be written in English. Proposals received in another language will be returned to the sender.
4. All sections of the stated "Proposal Contents" need to be addressed in the proposal. However if a section does not apply (such as no "Market" is needed since no product or service will be sold) write "Not applicable" after the section title.

Proposal Contents:

1. **Project Title:** State title of project and include the name of the country where the project is being performed. For example: "Acquisition of Farm Land – Nigeria"
2. **Project Description:** Provide a brief written description (a narrative) of the project being proposed.
3. **Project Leadership & Accountability:**
 - a) Provide name of Agency accountable for overseeing the project and the Agency Director's name and contact information (address, telephone #, email address).
 - b) Describe the background and demonstrated success of this organization in executing projects. If available give examples.
 - c) Provide name of SIFAT Graduate and place and year of graduation as well as contact information.
 - d) The Agency Director and SIFAT Graduate must sign the proposal.
4. **Project Beneficiaries:**
 - a) What community will this project benefit?
 - b) What is the problem or improvement being addressed?
 - c) If applicable, explain any failed attempts in the past to address this problem/improvement and lessons learned from those attempts with an explanation of how those lessons are being applied to this new project.
5. **Project Responsibility:**
 - a) Who will be responsible to carry out the project and be sure the money is used for it's stated purpose?

- b) What experience does this leader have? Explain the role of the Graduate in executing such a project.
- c) Describe how this project will use ideas/process learned at SIFAT.

6. Project Plan:

- a) Describe the plan for performing the project including the project phases (e.g. phase 1, phase 2, etc) needed to carry it to completion.
- b) Give the expected project schedule for the different project phases and the length of time that you expect it to take for each phase. If only one phase is required for this project state that is the case.
- c) Describe the needed inputs (what is needed, e.g. material) and expected outputs (what is the end result) of each phase.
- d) If there are materials needed provide a detailed list of materials and cost of each item.
- e) Are there schedule or cost risks (e.g. purchasing, labor, weather) you can foresee? If so, how do you plan to address these risks?
- f) If the proposed project involves working with a government agency for approval of the project, present copies of approved documents if available. For example, if a building permit is required to build a structure, include copies of the building permit. If unavailable describe process for getting approval and any possible obstacles.

7. Community Provided Resources:

- a) Describe what the community will contribute to the project (material, labor, funds, etc.).
- b) Describe any factors (e.g. harvest, rainy season) that might impact the ability of community members to contribute, as planned, in a timely manner to the project. How might these factors be dealt with to avoid cost increases or schedule delays?

8. Required Training:

- a) Is training a requirement for those involved in the project to perform their work successfully? If so, describe the required training and when it will be done.
- b) Describe the qualifications of the person doing the training.
- c) Training cost should be reflected in the budget (Section 10).

9. Project Monitoring and Reports:

- a) Describe who will monitor the project and report progress. How often will the person monitor it (daily, weekly, monthly)?
- b) SIFAT would like to know if the funds are being spent at the planned times. Provide a plan for project expenditures by month or quarter. Reports should show how actual expenditures occur versus the planned expenditures.
- c) State agreement that reports will be submitted quarterly or after completion of each project phase, whichever is the shorter period of time.
- d) State agreement that reports will show if the project phase was completed within the budget as planned or if it cost more or less, and if there were unexpected problems in accomplishing it.
- e) State agreement that pictures will be sent with reports if possible.

10. Budget:

- a. Provide a complete and detailed budget, by phase, including that portion of the total budget being requested from SIFAT.
- b. Provide needed timing of delivery of desired SIFAT raised funds by phase (phase 1, phase 2, etc.). If the project has only one phase and funds are needed at certain times within this one phase, provide dates when funds are needed and the amount needed for each payment.
- c. Address the following concern: Knowing that SIFAT cannot predict when funds will be available and assuming SIFAT provides funding by phase, are project phases independent of each other? If not what are the project cost and schedule risks?
- d. Include the cost of materials listed in Section 6.
- e. Provide the total cost to complete the project including the amount of project costs paid for by the community (if any).
- f. Provide the total funds requested from SIFAT in \$US. The total funds requested in the project proposal must account for the following two elements:
 - 1) **The Affects of Currency Exchange Fees** when changing \$US to the currency of the country where the project is being performed.
For example, if SIFAT sends \$1000, the graduate will receive \$1000 minus the bank exchange fee. Thus the proposed funds requested from SIFAT should be increased by the expected loss in amount received by the graduate due to the exchange fee. (SIFAT will not adjust the amount of funds (\$US) sent in the future due to exchange rate changes - up or down).
 - 2) **The Addition of a SIFAT Administrative Fee** of 10% of the funds needed by the graduate. For example, if the total required project funds (\$US) to complete the project, including the effects of the exchange fees mentioned above, is \$1000 then the project funds requested from SIFAT in the proposal should be \$1,100 with the Administrative Fee being \$100.

11. Market:

- a) If a product or service is being developed for sale, describe where and how you will market it?
- b) Is the market local, national, international?
- c) Is there a risk that you might lose this market?
- d) Describe any alternative markets if you lose this one?
- e) Describe the method and cost of transportation to the Market.
- f) Describe what steps need to occur to succeed in this market.

12. Ultimate Independence and Sustainability:

- a) When the money requested in this grant is spent, will the project be able to continue on its own?
- b) If the project involves building or placing an asset (e.g. farm, well, building) on land, is the land totally owned by the community so that the asset will always be available to the community?
- c) Is it sustainable from the resources it will produce?
- d) If not independent and sustainable when all of the SIFAT funds are received when do you expect it to become self-supporting?

