

**FRAMEWORK FOR NEXT PROPOSAL**  
**Guidelines...**

**GENERAL INSTRUCTION**

- The proposals needed to submit in the prescribed format with a cover page
- The proposals to be prepared in English on A-4 sized white paper with MS word (single line space and font size 12).
- The financial proposal (budget) should be in MS Excel format.
- The proposal should be comprehensive but brief and not bulky (not exceed 20- 25 pages including log-frame and excluding the enclosure and various forms)
- Heavy charts and tables should be avoided or given as appendix
- Avoid use of uncommon abbreviations and unexplained short forms
- Figures and data given in the documents should be accurate
- A soft copy of the proposal needs to be submit in a re-writable VCD
- The following documents certified copy (Xerox with attested) are to be submitted along with the hard copy of the proposal.
  - Copy of Registration Certificate, Byelaws, FCRA registration, Copy of latest FC-3, Income Tax Return, 12 A registration certificate (if available), financial statements for the last 3 years/Audit report as on Sept'08 (prescribed Audited format by SBSS).
  - List of Governing Body/Executive Body members.
- Staple the proposal from the left hand side (so that it opens like a book) or on the upper left hand corner. Don't go for costly bindings.

## COVER PAGE FORMAT

<b>Organisation Details</b>		
1	Name of the Organisation and its complete office address with telephone no/Fax no and E-mail id.	
2	If the Organisation is a registered trust or society, please indicate its- a)Registration number b) Place of registration c) Date of registration	
3	If the Organisation has its RCRA, please indicate the following: a) Registration number b) Date of registration c) Period for which registration is valid	
<b>Project Details:</b>		
4	Name of the project (Project title)	
5	Proposed project Commencement date	
6	Proposed project Completion date	
7	Project Coverage: i) Name of the state ii) No. of Districts iii) No. of Blocks iv) No. of Gram Panchayats v) No. of Villages	
8	Target groups for the project/intended beneficiaries	
9	Project Objectives	
10	Quantum of the assistance sought	
11	Date of Submission	
<b>Note: Please mention the names of all Districts, Blocks, Gram Panchayats, villages in a table in separate sheet.</b>		

## **A. GUIDELINE FOR PROPOSE PROPOSAL**

### **A.1.1 Project Background**

Will briefly summarize

- The project rationale; the social, political ecological background in the region/project area/propose coverage; state, districts, blocks, Panchayats, villages with special reference to condition of women and men, condition of poor, condition of specially marginalized groups (eg. religion, ethnicity, caste)
- The problem description; which problem does this project aims to address, how the problem is perceived by men and how it is perceived by women.
- Target group; which target groups are expected to be promoted through the project/programme? Who are the final beneficiaries? How are women and men, the poor and specially the marginalized groups involved?
- Project objective; what is the development goal to which the project/programme contributes what are the project objectives (general and specific). How will different effects/impact on women and men be considered.

### **A.1.2 Project Log frame**

Followed by a brief write-up on how the log frame goal, purpose and outputs are linked.

### **A.1.3 Project Outputs and Activities**

Will include; a write-up on proposed outputs along with activities and milestones proposed against each of these

### **A1.4 Project implementation strategy & intermediate result**

Will a write-up on how the project is intended to be managed, by which means do target groups and programme staff participate in planning, implementation, monitoring, and evaluation of their project?

What necessary specific activities will be undertaken to achieve the specific intermediate result and by which level; central level (DBSS), district/block level or village/Panchayats level.

What are the intended necessary intermediate results in a strategic sequencing to reach the project objective? A time frame is required to be given to reach the specific intermediate result.

Please name SMART (Specific – also gender specific, Measurable, Achievable, Relevant, Time Bound) indicators, as far as possible for each intermediate result.

### **A.1.5 Monitoring, Evaluation & Impact Assessment**

Will include; A brief description of the suggested internal and external monitoring arrangements.

Procedure for monitoring the project activities, indicators, year wise, expected impact of the project on the target beneficiaries, community and the society at large.

### **A.1.6 Staffing**

Please mention about the Human Resources (staffs, field worker, volunteers) who will be executing the project/programs in details (name, educational qualification, years of experience, etc.

### **A.1.7 Sustainability of the project and its impacts/effects**

- Reinforce the risks envisaged under the log frame and will document the measures contemplated for minimizing these
- Briefly document the challenges anticipated around sustainability and the extent to which these can be addressed within the project frame
- Please state measures envisaged to ensure sustainability after ending the cooperation (financial, organizational etc) is the progressive handling over of responsibility to the target population part of your strategic plan.

## **B. FINANCIAL PROPOSAL GUIDELINES**

### **GENERAL INSTRUCTION FOR FINANCIAL PROPOSAL**

- The financial proposal (budget) should be in MS Excel format.
- All the activities described in the project/programme proposal must be reflected in the finance proposal (budget part).
- The details financial proposal should be presented under main budget line
- The financial proposal is to be submitted in Indian Rupees for the full project duration divided into 6 month budget.
- The financial year for the purposes would be April to March, and 1<sup>st</sup> six monthly budgets would be prepared from October 2008 to March 2009.
- Please give all sources of project income indicating own means 15 % (10% in cash and the rest in kind). The contribution in kind will normally not be part of the original budget.
- Give details cash flow plan for the first 6 month of the programs.