

Project Proposal Format:

Project title

Submitted by:
Name of the organization
Address

Contact Details:
Name of the contact person
Designation
Address
Phone, Fax
E-mail

Date of Submission:

Table of Contents

List of Annex

Abbreviations

(In different pages)

Section –I

1. Executive summary:

(It should not be more than one page)

- Executive summary will provide a brief overall picture of the proposed project.

Section-II

2. Project description: (proposed project)

(Maximum two pages which may include)

- Back ground and rationale of the proposed project
- Problem identification and need assessment
- The stated problem relates with thematic areas of Manusher Jonno(MJ)

Section –III

3. Project Goal/Purpose, Objectives and Outcome:

- The goal and or purposes of the proposed project.
- Major objectives and activities.
- The expected outcome: How the outcome will contribute to attain purpose of the project?

4. Target Beneficiaries/Stakeholder

- Target groups and other affected groups.
- Involvement of the target group in designing, implementation and monitoring/evaluation of the program.
- Equal participation of men and women in total process and sharing of outcome equally.

5. Geographic location:

- Working area of the proposed project

6. Duration:

- Time frame of proposed project
(Please add a Gantt chart mentioning the main activities with time frame.)

Section –IV

7. Project Management:

- **Management** of the proposed project.
- Brief description of **project key staff**.
- Frequency and methods for **Supervision/ Monitoring** of the proposed project.
- **Reporting** system of the organization may include interval, type and responsible person.
- **Evaluation:**
 - Plan for baseline assessment, midterm (for medium, large and macro grants), and final evaluation.

8. Resources:

Project cost:

- i. Total project cost, please provide with detailed breakdown.
- ii. Amount requested from MJ.
- iii. Amount requested from other donors. (if applicable)
(Please mention name of donor, amount and status of the fund)
- iv. Organization's own contribution. (if applicable)

Details budget should specify all the direct cost (includes all project related cost) in the budget portion by dividing into separate line items. This should include **3-10% contingency cost** (this has been kept to address the unusual situation including unforeseen and justified over expenditures of the other line items) and **3-7% overhead cost** provision according to the grant size (minimum for the macro and large grant and maximum for small and micro grant).

Note: Please mention how this project proposal will address the gender and social diversity issues, which includes age, religion, ethnicity, physically challenged people.

Please provide the following items as annex with Project Proposal:

- Annex-1: Organization profile (format provided).**
- Annex-2: Organogram (both organization and project organogram)**
- Annex-3: Job description of key personnel's who are involved in management of the proposed project. (JD should include, job specification, required qualification and working experience for the post)**
- Annex-4: Registration related document (attested photocopy).**
- Annex-5: Recent Compiled Audit Report**
- Annex-6: copy of the organizational constitution**
- Annex-7: Logical Framework for Macro, large and medium size grant proposal.**

Two copies of project proposal need to be submitted and this should be limited to eight single pages (font 12 and single space).

Organizational Profile Format

a) Brief description of the organization:

- Address
- Date of establishment
- Legitimacy of the organization in terms of legal, constituency and constitution

b) Contact person of the organization and her/his address.

c) Goal and objectives of the organization.

d) Members of Executive Committee/Governing Board. Please mention by name, sex, relation and profession.

e) Current senior staffs of the organization. Please mention by designation, sex and duration in the present job.

f) Total staff of the organization: Please mention by level, sex and placement (office based and field based).

g) Current other projects/programs: (This might be given briefly in a table)

- Name of projects
- Major focuses of the project/program
- Measurable/demonstrable output/outcome
- Working location of the project/s
- Other donor/s funding these activity
- Projects' duration

h) Total budget of the organization: (Please provide segregation of the portion according to cost sharing.) if any.

