Project Proposal for <Project Name>

Introduction

Project title

Your organisation's name

Submitted by   Date   Place

Compliance Checklist

Legal entity (Society/Trust/Section 8 Company/ Others)

Registration no.   Date of registration

Certifications:

Document Name	Available? (Yes/No)	Certificate No.	Validity	Link to the document (Mention 'Attached over email' if not applicable)
Section 12 A				
80G				
CSR Registration Form 1				
Registration Certificate				
Memorandum of Association				

Trust Deed			
List of Director/Trustees			
Board Resolution			
POA			
PAN Card Copy			
Cancelled Cheque Copy			
GST Registration Copy if applicable (if not, then a declaration on your letterhead)			
MSME Declaration Copy if applicable (if not, then a declaration on your letterhead)			

Applicant Information

*SPOC Name		HQ Address -	
SPOC Designation		Street Address 1	
SPOC Email		Street Address 2	
SPOC Mobile		Street Address 3	
Chief Functionary Name		City	
Chief Functionary Designation		State	
Chief Functionary Email		Zip / Postal Code	
Chief Functionary Mobile		Other Offices (Districts and States)	
Website (if applicable)			

SPOC: Single point of contact

Executive Summary

Please fill in this section in the last, after completing all the other sections of the proposal as given below.

For this section, you are to provide a brief high-level description of the proposed project. The purpose is to quickly give an overview of the proposal to the Committee members, other than the Evaluator, without getting into details.

Project Objective:	
Focus Sector:	
Geography:	<Area, District, State>
Target Segment:	Urban: <Women/Children/Men/If others, please mention>
Project Duration:	<Start Month and Year to End Month and Year (DD Mon YYYY to DD Mon YYYY), for e.g., 24 Dec 2019 to 28 Nov 2020>

	Total Budget (in INR)- 'B' + 'C'	Total contribution by Client (in INR) - 'B'	Total contribution from other sources (in INR)- 'C'	Total expected number of direct beneficiaries
Total				
Budget Breakup:				
Year 1	'B' + 'C' for Year 1	Contribution by client for Year 1	Source for Year 1: Contribution (in INR):	Year 1 break-up of beneficiaries
Year 2	'B' + 'C' for Year 2	Contribution by client for Year 2	Source for Year 2: Contribution (in INR):	Year 2 break-up of beneficiaries

Year 3	'B' + 'C' for Year 3	Contribution by client for Year 3	Source for Year 3: Contribution (in INR):	Year 3 break-up of beneficiaries

Expected Outcomes:	
Sustainability Plan:	● *Operational (define the approach to exit from the project in the long term)*: ● *Economical (define the setup of sustainable revenue sources in the long-term)*: ● *Institutional (define the setup of community owned or enterprise-led models of execution):* (Write NA if not applicable)
Experience in similar projects as proposed:	
Brief NGO Profile (founding year, sectors, expertise, donors, beneficiaries so far)	

Table of Contents (For reference only, not to be edited)

- ▪ Target Segment
- ▪ Timeline

2 Execution Approach of the Project
- ▪ List of major milestones and activities in the Project
- ▪ List of Key Outputs, Outcomes and Impact
- ▪ Execution Approach – In detail on-ground implementation plan
- ▪ Risk and Mitigation Plan

3 Budget
- ▪ Link to the Budget Sheet
- ▪ Cost structure of the program
- ▪ Preferred Payment Schedule

4 Project Management Plan
- ▪ Monitoring Approach
- ▪ Key Performance and Monitoring indicators

5 Project Team
6 Declaration
7 Annexure – Organisation Profile
- ▪ Organisation Background
- ▪ Organisation's Philosophy
- ▪ Organisation Processes
- ▪ Key Capabilities
- ▪ Organisation's Financial Information
- ▪ Key Projects and Donors
- ▪ Published key reports or videos

Project Design

- Project Objectives

- Rationale/Problem Statement with scoping study findings to support the need for the proposed project

- Schedule VII
  Write the Schedule VII activities under which the project proposed can be categorised. Schedule VII activities given below for reference:
  i. *Eradicating hunger, poverty and malnutrition, ["promoting health care including preventive health care"] and sanitation [including contribution to the Swachh Bharat Kosh set-up by the Central Government for the promotion of sanitation] and making available safe drinking water.*
  ii. *promoting education, including special education and employment enhancing vocational skills, especially among children, women, elderly and the differently abled and livelihood enhancement projects.*
  iii. *promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centres and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups.*
  iv. *ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources and maintaining quality of soil, air and water 4[including contribution to the Clean Ganga Fund set-up by the Central Government for rejuvenation of river Ganga].*
  v. *protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional art and handicrafts;*
  vi. *measures for the benefit of armed forces veterans, war widows and their dependents;*
  vii. *training to promote rural sports, nationally recognised sports, Paralympic sports and Olympic sports*
  viii. *contribution to the prime minister's national relief fund or any other fund set up by the central govt. for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women;*

    ix.   *contributions or funds provided to technology incubators located within academic institutions which are approved by the central govt.*

    x.   *rural development projects*

    xi.   *slum area development. (Explanation - For the purposes of this item, the term `slum area' shall mean any area declared as such by the Central Government or any State Government or any other competent authority under any law for the time being in force.)*

    xii.   *disaster management, including relief, rehabilitation and reconstruction activities.*

- **Target Segment**
  Mention the different direct beneficiaries of this project with numbers and the engagement plan for them. For e.g., the beneficiaries of an intervention providing remedial classes could be girls, tribal communities etc. The engagement plan with girls could be identification of such students who need remedial classes and conducting special classes for them on a daily basis. For teachers it could be identification and provision of learning aids.

- **Target Geography**
  Paste map of the exact target geography if available

  <Area, District, State>

- **Timelines**
  Write in brief the overall duration of the project and the phases in which it will be rolled out

  Phase 1 (please name the phase): Start month and year and end month and year (MMYYYY-MMYYYY)
  Phase 2 (please name the phase): Start month and year and end month and year (MMYYYY-MMYYYY)
  Phase 3…

Execution Approach of the Project

- Write the milestones and outcomes of the project
  Milestones - *Events marking significant stages in the development of the project*
  Activities - *Breaking down the milestones into a list of tasks/ sub-tasks which will be done to achieve the milestones*
  Key Outputs - *Outputs include units of production. The outputs mentioned in the table will be your key deliverables and your*
  project performance would be measured on these outputs. For e.g.: Number of trainings delivered – 30, number of students
  served - 50, number of health camps organized – 5

Key Outcomes - *Outcomes include the noticeable changes that have manifested on the ground as a result of the work done. Outcomes are changes in clients or customers; individuals or communities; can be short-term, medium-term or long*
term. For e.g.: 30% change in income levels of farmers due to the enhanced package of practices
Impact - *Impact is the ultimate result of achieving the goal or mission. For e.g.: increase in ground water-level from critical to normal, increase in income etc.*

Milestones	Activities	Planned Start Date	Planned Due Date	Outputs	Outcomes	Impact
Milestone 1	Activity 1					
	Activity 2					
	Activity 3.					
Milestone 2.	Activity 1					
	Activity 2					
	Activity 3.					

You can include as many milestones and as many activities within each milestone as per the project design.

- Execution Approach
  Write in detail on how you will implement the project on the ground. If there is any third-party involvement in the implementation, please include it here. You can choose to divide this execution approach as per the phases of the project mentioned in earlier sections.

- Risks and Mitigation Plan

Risks	Suggested Mitigation	Probability (Certain/ Likely/ Possible/ Unlikely/ Rare)	Level of impact (Insignificant/ Minor / Major/ Critical/ Catastrophic)	Owner

Budget

- Link to the Budget Sheet (separate Excel template shared with you):

- Summary of the Budget Sheet
  Please summarise here as per the Excel sheet you have prepared, detailed budget will remain in the excel, here you can provide only the sub-total of each cost head

  Tax Component, management cost, overheads to be included within the specified budget.

S. No.	Cost Head	Sub-total Amount	% Of Total Budget	Percentage of Client's Contribution (S. No. 6 in Budget Template)
1	Capital Expenditure			
2	Operational Expenditure (including field staff cost)			
3	Administrative Cost (Including Head Office HR + Travel)			
4	Leverage			
5	Total Project Budget			
6	**Client's Contribution (excluding the leverage)**			

Please mention the same amount as above if there is no leverage in the project.			

- Preferred Payment Schedule
  Please mention preferred payment breakdown as per following table. Please note: all subsequent invoices to be raised only after completion of 80% of the previous instalment, and submission of utilisation certificate for the same, to be audited at end of each FY by March, along with supporting progress reports as required.

Invoice #	Milestone to be completed against payment	% Of Total Budget	Invoice Amount (INR)	Month of raising invoice (Money)

Project management plan

- Monitoring Approach
  Write the systems and processes that you will setup to monitor the progress of the project

- Key Performance and Monitoring indicators
  Provide short-term, medium-term and long-term indicators that will be monitored

Project Team

Key team members who will be part of the engagement from the NGO

Sl. No.	Role	No. of Personnel	Name(s)

Declaration

I <name> _____ of <Organisation name> _____ hereby declare that the details furnished above are true and correct to the best of my knowledge. I certify that my organisation does not affiliate or support any political or religious group and there is no on-going litigation that the organisation or any of the employees are engaged in. In case any of the above information is found to be false or misleading, I am aware that the proposal may render void and become ineligible.

Place: Date: Signature:

Annexure – Organisation Profile

- About the organisation

- Organisation Processes

- Organisational Structure
  You can paste an image

- Organisation's Financial Information
  Please mention these in reverse chronological order, i.e., latest first, for the last 3 Financial Years. Please write these in 20YY-YY format, i.e., 2018-19.

S. No.	Financial Year	Total Funding Amount	Link to Audited Financial Report (Google drive)
1	*20YY-YY*		
2			
3			

- Key Projects and Donors
  Please write the projects under the FY they were initiated.

Financial Year	Key Projects	Donor/Funder	Project Name	Budget	Geography	Duration	Direct Beneficiary Count	Link to Report
	Project 1							
	Project 2							
	Project 3							
	Project 1							
	Project 2							
	Project 3							
	Project 1							
	Project 2							
	Project 3							

- Published key reports or videos
  Please share impact assessment reports or clearly state if not available. Please also give links to any key reports, case-studies, news articles published. Please mention these in reverse chronological order, i.e., latest first.

Sl. No	Year Published	Report Type	Brief Description	Link

#				
1		*Impact Assessment*		
2		*Annual Report*		
3		*News Article*		
4				