

ANNEXURE-2

GUIDELINE FOR PREPARATION OF PROJECT PROPOSAL

The project should be in A-4 size paper neatly typed including all the information requested below. The total pages hold not exceeds 20 pages in single line spacing and should be prepared using the format mentioned below.

a. Organizational Description :(1 PAGE)

Give a brief history of your organization and provide an overview of your programs. This section should describe in details the present geographical location of your work, communities you work with including groups, sub groups and the total population covered; type of work your organization is engaged in; number of staff and volunteers (full time, part time) experience in networking; collaboration with other NGOs and Government; movable and immovable assets of your organizations, your major funding partners and major projects implemented and its achievements.

b. Rationale of the project: (1 PAGE)

This section should describe why the CBOs think it is necessary to undertake the proposed activity. The explanation should include an analysis, the problem of MSM supported by evidence and examples.

c. Goals and Objectives: (1 PAGE)

Objectives should specify what you want to achieve through the proposed activities.

d. Strategies (1 PAGE)

In this section you should explain in detail the methods by which you will achieve the objectives.

e. Major activities: (2 PAGES)

Describe in detail activities, which will be carried out explaining how it will be done, who will do it, when it will be done. A time chart should be enclosed showing major activities plotted month wise for the total period of 4 months. You are encouraged to plan for sustainability of activities after the project period.

f. Monitoring and Evaluation: (1 PAGES)

The monitoring plan should describe in detail the mechanism that will be used by the CBO in monitoring the project implementation. Involvement of the target community; leaders and volunteers in monitoring the progress should be included. The information and regular participation in project activities of project advisory committee with informed representatives from the primary stake holders, influencers, key staff, local NGOs and Governments essential. Plans for participatory evaluation of the project should be explained

g. Community participation: (1/2 PAGES)

CBO should indicate the nature of community participation in intervention activities. Priority will be given to proposals, which demonstrate a strong collaboration between the CBO and the target groups and influencers.

h. Budget

There should be budgetary notes describing in detail the need for a particular line item in the budget. A narrative should be included for each line item.

The grants will cover essentially recurring costs like salaries, cost of educational materials, travel costs (local), training of staff, system strengthening, advocacy meetings, events, and cost of documentation of the best practices. 30% of the grant can be utilized for administrative expenses such as staff salary, staff travel, office stationary and mobile communication charges.

Seed grant will not support purchase of cost of drugs, condoms, equipment or any construction work. Expenses such as office rent, audit fees, electricity bills will not be allowed through the grant.

Name of person who wrote the proposal:

Designation:

Signature:

CHECK LIST

The application must contain the following essential sections:

1. *Covering letter*
2. *CBO Application: (Please use format in Annexure 1)*
3. *Proposal in the format given in Annexure 2*
4. *A detailed budget as given in Annexure 3*
5. *A copy of the Registration Certificate of the Organization and renewal certificate*
6. *Annual reports for the past 2 years*
7. *Auditor's statement of accounts for the last 2 years*