## Proposal Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Elements to Include</th>
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</table>
| **Section 1: Title Page** | Include:  
- Proposal title (Be creative!)  
- Full name  
- Country  
- Email address  
- Date of Submission: MM/DD/YYYY |
| **Section 2: Abstract** | Include:  
- Proposal title  
- Location of initiative  
- Description of beneficiaries  
- Statement of need  
- Goals  
- Total cost to implement the proposal in your local currency  
- Grant amount requested in USD |
| **Section 3: Needs Assessment** | Evidence could include forms of:  
- Demographic data  
- Statistics from reputable sources  
- Testimonials from experts or professionals within the area(s) of need  
- Surveys and results  
- Observational data  
- Experiential statements |
| **Section 4: Goals and Objectives** | Think strategically about the following:  
- Goals are statements of the outcome you are trying to accomplish  
- Objectives are defined actions that you will take to work towards reaching your goals |
| **Section 5: Activities** | What do you plan to do:  
- Detail what will happen, where, when, who will assist, and how activities relate to meeting goals and objectives. |
| **Section 6: Partnerships & Assistance** | List:  
- The way in which each person, group, organization, or business could be involved. |
### Section 7: Planning Timeline*
Define what steps will need to take place in order to implement the proposal. Detail the action steps on the Planning Timeline template.

- Project stage
- Short description of the task
- Responsible person
- Date the task will be started
- Date the task should be completed
- Result of the completed task

*On your proposal document, write, “Section 7: Planning Timeline - See template attached.”

### Section 8: Budget(s)*
All applicants will complete the Budget Proposal. On this excel sheet template you will list and itemize all anticipated funding sources (revenue) and all anticipated costs (expenses).

Proposals that will be implemented over the course of more than one month are required to also complete a Monthly Expense & Revenue Breakdown Budget. If your proposal is for a program that will run for three months, you will create a budget for these three months. If your proposal is for on-going activities, please complete a 12-month budget. The template will guide implementation activities based upon the flow of available revenue.

- Use the template for the following:
  - Use your local currency to create both budgets.

  **Budget Proposal:** Consider all expenses that the proposal could incur. Itemize these expenses. List funds available and expected funds from other sources to support the initiative. This will require on the ground work to build support and investment for your proposal.

  **Monthly Expense & Revenue Breakdown Budget:** Use this template to determine what expenses you will incur and when. Additionally, list when you will receive funding support or estimate incoming monthly revenue.

*On your proposal document, write, “Section 8: Budgets - See template attached.”

### Section 9: Sustainability
Consider the larger impact of your proposal and ways in which you can continue providing opportunities to learn, to engage, to train, or expand businesses.

- Discuss:
  - Is this a one-time event?
  - Will the proposal continue to operate once the initial grant funds have been spent?
  - Are there income-generating activities to support on-going expenses?
  - What sustainability measures have you created to support the proposed initiative?

### Section 10: Measurement & Evaluation
Define ways in which you can measure specific levels of knowledge, attendance, health issues, profits, an increase in clients, etc. before implementing your proposal and after. Your goal is to collect data to showcase if your initiative created elements of change.

- Identify:
  - What will be measured
  - How it will be measured
  - When and how data collection will take place
  - What resources will be needed to complete this process
  - When and how data will be presented

Social change through education and community building