

SAMPLE PROPOSAL FORMAT

1. Organizational Details:

Name of organization: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Name and Title of person responsible for the activity:

2. Description of the Organization.

Please provide a description of the organization including information on how long the organization has existed, where it is based, size; funding sources with estimated amounts, other activities undertaken, and prior management experience conducting similar activities.

3. Background Information of the Activity.

- a. Please give a brief description of the context, in which the activity is set, and the rationale and purpose for the activity. Include a clear statement of how such activities promote human rights or support political pluralism and creation of more open, democratic societies.
- b. Indicate how the activity addresses issues of democracy and human rights, and who will benefit from the activity. Also, state how many individuals will be **directly** impacted by the activity.

4. Description of the Activity and its Intended Impact. This section should:

- a. fully describe the activity
- b. explain how and who will manage and implement the activity
- c. identify any potential implementation problems and how they will be addressed and overcome
- d. specify the estimated start and completion date of the activity
- e. indicate if the impact of the activity is to effect change, and is so how, or is it to bring about awareness of issues of democracy, civil society, human rights, free speech, open and free elections, governance or other related issues.

5. **Budget Format:** All proposals should use the following sample budget format.

SAMPLE BUDGET FORMAT

		YEAR ONE	
BUDGET LINE ITEMS	DONOR	GRANTEE MATCH	TOTAL
Supplies			
Conference			
Travel			
Printing			
Equipment			
TOTAL			

NOTE: The budget should: (1) Be stated in local currency, and (2) include notes explaining the costs associated with each of the budget line items, e.g., a list of individuals and the amount to be paid, basis for the travel costs, a list of equipment to be purchased and its estimated cost, and other relevant information to support the proposal’s budget. Also, there should be a direct relationship between the activities described in the proposal and the budget.

Supplies: pens, pencils, markers, files, flip chart, flip chart stand, bostick, etc.

Conference: Accommodation, meals, tea, and telephones

Travel: Taxi/bus fare, reimbursement of participants, etc.

Printing: banners, flyers, teaching material, reports, etc.

Equipment: a cabinet if working on sensitive project. Even then requires a justification which needs approval.