

Project Description Format for Funding Proposal

1. Project Title

Provide a clear and concise title for the project.

2. Summary

Briefly summarize the project's purpose, objectives, and expected outcomes (3-5 sentences).

3. Background and Justification

Describe the context, needs, or problems the project seeks to address. Include relevant data or evidence and explain why the project is important.

4. Objectives

- *State the main objectives (specific, measurable, achievable, relevant, time-bound).*
- *List both general and specific objectives.*

5. Project Activities and Methodology

- *Describe the main activities to be carried out.*
- *Summarize the methodology and approach.*
- *Include a simple timeline or phases if possible.*

6. Expected Results and Impact

Outline the key outputs and intended impact, both immediate and long-term. Mention performance indicators if available.

7. Beneficiaries

- *Identify the primary and secondary beneficiaries.*
- *Estimate numbers and describe how they will benefit.*

8. Budget Summary

Present a high-level summary of the budget, specifying main cost categories (personnel, equipment, operations, etc.).

9. Sustainability Plan

Explain how project benefits/results will be sustained after funding ends.

10. Organization/Team Profile

- *Describe the applying organization's background, experience, and capacity.*
- *Include brief profiles of key team members.*

11. Monitoring and Evaluation

Outline how you will monitor progress and evaluate success. Mention tools or indicators if relevant.

12. Annexes (if applicable)

Add supporting documents such as detailed budgets, project timelines, maps, organizational chart, etc.

Important Notes

- Be clear, concise, and address the requirements of the funding agency.
- Use data and evidence to support your problem definition and justification.
- Ensure objectives and activities are realistic and measurable.
- Align the proposal with the funder's priorities and guidelines.
- Review and proofread to avoid errors and omissions.