Project Description Document for Funding Application

1. Project Title

Insert the full name of the project.

2. Applicant Organization

Name and brief background of the organization applying for funding.

3. Project Summary

Provide a concise summary of the project, including objectives, main activities, target beneficiaries, and expected outcomes.

4. Background & Rationale

Describe the problem or need the project addresses, and the context or background information supporting the necessity of the initiative.

5. Objectives

1. *State clear, measurable, and achievable objectives.*
2. *Describe how each objective will address the identified need.*

6. Project Activities & Methodology

List and describe the main activities or steps to be taken, including methods, approaches, or partnerships involved in project implementation.

7. Project Timeline

Provide a timeline or Gantt chart covering the key phases and milestones of the project.

8. Expected Results & Impact

Explain the outcomes you expect to achieve and the intended impact on the target group or community.

9. Budget Summary

Summarize the main cost items and total funding requested. Attach a detailed budget as annex if necessary.

10. Monitoring & Evaluation

Describe how you will monitor progress and evaluate the project's success. Include indicators, data collection methods, and reporting.

11. Sustainability

Explain how the impacts of the project will be sustained beyond the funding period.

12. Annexes (if applicable)

- *Detailed budget*
- *CVs of key staff*
- *Letters of support/partnership*
- *Maps or data supporting the project*

Important Notes

- Customize sections to meet funder-specific requirements.
- Be concise, clear, and use evidence-based arguments.
- Ensure objectives are SMART (Specific, Measurable, Achievable, Relevant, Time-bound).
- Use reliable data and cite sources where applicable.
- Review funder guidelines to ensure all necessary content is provided.