

PROPOSAL FORMAT: ANAM Small Grant Opportunity

Part A: Project Overview

Project Title			
Purpose			
Implementing NGO(s) <i>Name; Address; Telephone Numbers; Email; Website</i>			
Short Project Summary <i>Please explain what the project plans to achieve and how (200 words)</i>			
Cost <i>What is the TOTAL cost of the Project</i>			
Timing	Planned start date:		Planned completion date:



Part B: Project Plan

Project Purpose/Objective

Give the Indicator(s) of Success for the Purpose, along with the Baseline information, what the target to be reached is, and when it will be delivered by, along with milestones (checkpoints) at which progress will be measured. Then list the Outputs and the Activities that will be needed to deliver them.

Indicator = what will be measured (eg the number of people who will be trained; the increase in positive perceptions of an issue)

Baseline = the current status (eg no training exists; current perceptions are x% positive)

Sources = where will the information on the baseline data and targets come from (eg data from research carried out by the implementer; open source data)

Milestones = the key points at which progress will be tracked (can be specific dates/events or the regular reports)

Target = what the project will deliver (eg 100 people trained; 50% increase in positive perceptions)

Date = the date by which the output will be delivered

Indicator(s)	Baseline	Sources	Milestones	Target & Date
Output 1:				
Activities linked to Output 1	1.1 1.2 1.3 etc..			
Output 2:				
Activities linked to Output 1	2.1 2.2 2.3 etc..			

Output 3:	
Activities linked to Output 3	3.1 3.2 3.3 Etc..
PLEASE ATTACH A FULL ACTIVITY BASED BUDGET (in Excel). Proposals without an activity-based budget will not be considered The Activity Based Budget must match the activities and timings set out above	
Signature of Implementing Agency Lead Contact	
Date	

