

## TEMPLATE FOR PREPARING PROJECT PROPOSALS

- I. Project Cover sheet** – include contact information, project director, project period, indigenous population that your organization represents or works with, and project summary
  
- II. Organizational history, mission, vision and structure** – include a few brief paragraphs explaining how your organization was established, its mission, vision and structure, as well as its record of working on indigenous issues
  
- III. Background and analysis of the problem to be addressed** – provide an analysis of the field, what are the existing gaps and challenges, and what exactly is the problem to be addressed? Which indigenous peoples are affected by this problem and how can the proposed project/program help address the issue?
  
- IV. Proposed goal, objectives, target population and implementation plan** – What is the overall goal of the program/project, and what are the objectives? How will the project be implemented?
  
- V. Annual project budget** - provide a line item budget in US\$ with short narrative explanations for each line item, which can be footnoted to the budget. A sample budget is attached on the following page.
  
- VI. Attachments:**
  - Overall organizational budget (operating budget)
  - List of other potential sources of support (if any)
  - By-laws of association/organization, where appropriate

\* Note: This template is intended to serve as a sample to assist in writing a project proposal. The organization should feel free to use other formats, as long as all the above-mentioned elements are included in the proposal. Project proposals should be no longer than 10 pages, although shorter proposals would be preferred.

<b>SAMPLE Project Budget Outline</b>		US\$	
		UN Fund	Other Sources (if any)
<b>10 Project Personnel *</b>			
<b>11.50 Consultant(s)</b>			
11.51	Consultant 1	150\$/month*10months	1500
11.52	Consultant 2	150\$/month*10months	1500
<b>13.00 Administrative Support</b>			
13.01	Financial officer	450\$*10months	
13.02	Administrator	400\$/month*10months	1500
<b>15.00 Official Travel</b>			
15.01	Travel in 7 districts	120\$/month*10months	1200
<b>Project Personnel</b>			
<b>19.00 Component Total</b>			<b>5700</b>
<b>30 Training**</b>			
<b>33.00 In-service Training</b>			
33.01	Rent of the workshop facilities	100\$*9workshops	900
33.02	Handout preparation	50\$*9workshops	450
33.03	Refreshments	100\$*9workshops	900
33.04	Coordination fee for the districts	50\$*9districts	450
33.05	Stationaries	50\$*9workshops	450
33.06	Transportation for the workshop	50\$*9workshops	450
33.07	Per diem/Accomodation	80\$*8workshops*5people	3200
33.08	Info sheets	200\$*3types(500copies each)	600
<b>39.00 Component Total</b>			<b>7400</b>
<b>40 Equipment***</b>			
<b>41.00 Expendable Equipment</b>			
41.01	Toner/Printer cartridge	100\$/month*10months	1000
41.02	Stationaries	50\$/month*10month	500
<b>42.00 Non-Expendable Equipment</b>			
42.01	PC Computer&Printer	1500\$	1500
<b>49.00 Component Total</b>			<b>3000</b>
<b>50 Miscellaneous</b>			
51.00	Operation, Maintenance, Repair of equipment	30\$/month*10months	300
52.00	Publications of the tool keet	2\$/copy*1000copies	2000
53.00	Sundry and communications	100\$/month*10months	1000
<b>59.00 Component Total</b>			<b>3300</b>
<b>99.00 Grand Total</b>			<b>19400</b>

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**Narrative to budget line items:**

- \* Project Personnel - the project will require two consultants to implement the workshops and financial officers to manage the logistics
  
- \*\* Training - the project objectives will be met by undertaking 9 workshops on capacity building and will include the above costs
  
- \*\*\*Equipment - the organization would require the following equipment in order to prepare for the workshops,etc.