

**INSTRUCTIONS
FOR WRITING THE PROJECT PROPOSAL VODAFONE ALBANIA FOUNDATION GRANTS**

Name of Organization

Project title

Information on organization
(State Authority, NPO, etc.)

Address

Telephone

Fax/e-mail

Contact person

Address

Telephone/Fax/e-mail

Starting date of the project

Termination date

Total cost of the project
(in cash and in supply form)

Funds claimed from VAF

Field of intervention
(education, health, social welfare, etc)

Funding from other sources
(if other donors for the project)

Signature of the project director

Date

Signature of the Admin/fin officer

Date

INSTRUCTIONS FOR WRITING THE PROJECT PROPOSAL VAF GRANTS

1. Executive Summary (max 1 page)

Contains key points of the project proposal including reference to budget. This is the project overview, which summarizes all of the key information in the project. Be sure to include:

- ❖ Problem statement
- ❖ Solution
- ❖ Funding requirements
- ❖ Organization submitting the proposal and its expertise

2. Background information (1 page)

The background information/situation analysis should cover the major development trends in the field of the project objective. Definitely, information content and importance of the chapter depend on the programme priority and availability of the data required. Decide which statistics best support the project and use them in the background information. Please indicate the sources of any statistical information used.

3. Problem statement (0.5/1 page)

In the section try to answer the following questions:

- ◆ What are the pressing problems that you want to address
- ◆ How do you know the problems are important
- ◆ What other sources similarly support these are the major needs
- ◆ Do you and/or your organization have a special reason why you are suited to conduct the project (geographic location, prior involvement in this area, close relationship to the project clientele etc)
- ◆ General description of how this project/activity will contribute to alleviating the problem

4. The goal(s) and primary objective(s) of the programme/project (0.5 page)

Try to differentiate between your goals and your objectives-and include both.

Goals are the large statements of what you hope to accomplish but aren't usually very measurable.

Objectives are operational, tell specific things you will be accomplishing in your project, and are very measurable. They will form the basis for the activities of your project and will also serve as a basis for the evaluation of the project.

In order to ensure the correct reflection of the objectives set in the project, they should be specific enough, easy to measure, achievable, realistic and time-bound ("SMART"-approach).

"Primary/general" or "main" objective could be broken down into several specific objectives that clearly contribute to achieving of the main objective (basically these are the objectives associated with the strategies).

In order to workout clear-cut goals, first the primary problems to be addressed should be defined: What Are You Going to Achieve with the Project? e.g.

- ❖ Increase the awareness on HIV/AIDS among "X", many adolescent young people aged 14-17 attending the primary schools # 1, 2 and 3.

Remember that the objectives are basically the outcomes that the plan to achieve in a given time period and the basis for evaluation of performance.

5. The main strategies for the project implementation (0.5-1 page)

Strategies should be relevant to the objectives determined. The strategies could be defined as the tools, major methods in achieving the objective.

Examples:

- ❖ Pubic Awareness Campaigns
- ❖ Social mobilization
- ❖ Capacity building
- ❖ Intersectional collaboration
- ❖ Advocacy
- ❖ Others....etc.

Think what it is that you are proposing that will be new, unique or innovative. The defined strategies should answer following questions:

- ❖ "How" are expected to achieve the project objectives;
- ❖ "Who" will participate in the project and what are the relevant roles;
- ❖ "What" the specific measurable outcomes will be for each strategy.
- ❖ "Why" –you may need to defend your chosen strategies, especially if they are new

6. Beneficiaries

Include specific information on the population that your project is focused on.

Including:

- category of beneficiary (children in need, women under violence, etc....)
- Size of beneficiary audience (number to be specified)
- location/ extension (geographically extension: city, town, or village)

7. Project implementation with the corresponding time-frame (1-3 pages)

The project implementation should reflect all the major (and minor if possible) steps/activities to be taken during the project implementation period. The section should cover the overall duration of the process (with the desirable date to start), stages of the project implementation (if any), venue and any other information relevant to the implementation process. Timetable should graphically represent the progress pf the project bound to quarterly or monthly schedules. It could be drawn in a Gantt chart reflecting the project progress.

Example:

ACTIVITY	1 st QUARTER	2 nd QUARTER	3 rd QUARTER	4 th QUARTER
1.				
2.				
3.				
4.				
5.				
7.				
<i>(to be continued)</i>				

If possible identify when specific cash/supply inputs are required in order to ensure project success. It should include also the timelines for reporting (financial reporting, communication report , etc.).

8. Expected results (0.5-1 page)

In this section the possible effects and results of the successful project implementation should be described. This is a good place to call attention to the future, after the project is completed. You should state how the project might carry on without further grant support. Sustainability of the project after the termination of the funding is the best argument to convince the donors that their investments are justified. It is desirable to express the expected results in qualitative and quantitative terms. It is also essential to refer to the cost-effectiveness of the interventions proposed in the project.

9. Monitoring, Reporting and Evaluation (1 page)

In the project proposal you should clearly state what would be the mechanisms and periodicity of the project **monitoring**. A proposal must include comprehensive evaluation plan in terms of time and a budget necessary to carry it out, which should be built into the project.

Evaluation should be reported against the specific component indicators determined prior to starting the project implementation. The indicators could be qualitative or quantitative, ensuring the feasibility of accurate and measurable evaluation of the results. There are two types of evaluation. One analyzes the process (formative evaluation)-this is the way to gain the feedback on the project while it is being conducted, and it concerns the activities of the project. For this part indicators should be defined in a way that they measure necessary *inputs* to run a project and *outputs* (there are process indicators). Summarized evaluation (or product evaluation) shows that the project fulfilled the objectives originally proposed and evaluates the impact of the project on a particular problem defined originally. The anticipated impact represents expectations about the long-term effects of program or participants or community. This part should be measured by means of *outcome* and *impact indicators*.

The inputs could be:

- ◆ Funds, materials or human resources necessary to develop specific services, activities or products.

Outputs produced during implementation of the project:

- ◆ services established, materials produced, activities performed etc.;

Indicators measuring outcomes of the project:

- ◆ behaviours of the target population as a result of produced services/materials and implemented activities
- ◆ improved performance/quality of the services etc.

Impact of the project.

- ◆ Decreased morbidity/mortality, improved health status, living condition, education etc.

Indicators must be directly linked to the objectives identified at the beginning.

Reporting: - by 6-months reporting: capacity to fulfil financial, communication and narrative reporting.

10. Project Budget (1page plus annexes (optional))

(cont. next page)

Ref No	Cost Category	Unit cost	No of units	Funds claimed (ALL)	Other sources funds	Total costs
	EQUIPMENT/SUPPLIES					
1.1						
1.2						
1.3						
1.4	others					
Total						
	SERVICES					
2.1	Printing					
2.2	Media					
2.3	Consultancy					
2.4	Training					
2.5	Conference					
2.6	Translation					
2.7	Travel					
2.8	others					
Total						
	STATIONARY					
3.1	Paper					
3.2	Pencils/pens					
3.3	others					
Total						
	COMMUNICATION					
4.1	Telephone					
4.2	Internet					
4.3	Fax.					
4.4	others					
Total						
	CHARGES					
6.1	Bank charges					
6.2	Taxes					
6.3	others					
Total						
	SALARY					
7.1	staff					
7.2	Non-staff					
7.3	Others					
Total						
	MISCELLANEOUS					
8.1						
Total						

The Budget should be summarized into a table, with a more detailed calculations provided in the annexes. Each budgetary item should be justified clearly, indicating estimated or exact expenditures planned.

- ❖ Each budget item must be sufficiently detailed to permit easy analysis by the VAF staff.
- ❖ A budget narrative that describes & justifies each budget line item is considered the best way to support the budget table.

Note for supply requests:

- ❖ General requirement for any supply component included is the clear specification of the items requested. The latter ensures effective planning, accuracy for the project analysis and finally easy procurement of the supplies.
- ❖ Supply items must contain sufficient information of specifications to permit evaluation of the appropriateness of the item and the initiation of the supply procurement process.
Purchasing office equipment.
- ❖ Before submitting to VAF, IT equipment request for the project, it is recommended to evaluate carefully these requirements.. The VAF keeps the right for objecting the claims for the any equipment procurement ensuring that the equipment requested is really essential and is the only possible tool for the project implementation. Otherwise, VAF can amend the supply component though providing more cost-effective solution for the issue.

The budget should be calculated and presented in Albanian Lek (ALL).

Activities that will not be covered by VAF grants:

- (a) Purchase or rental costs for real estates – buildings, offices, etc.
- (b) Purchase of transport – cars, trucks etc.
- (c) Costs for building or office renovation
- (d) equipment maintenance should be a contribution from the counterparts/ or local organization

All other components could be considered for VAF funding:

- (a) experts/ teachers/ nurses/ consultants, etc.;
- (b) Printing costs;
- (c) Purchase of office equipment;
- (d) Transport costs, including fuel expenditures;
- (e) DSAs for filed trips – subject to final negotiations;
- (f) Capacity building activities – arrangement of meetings, seminars, workshops etc.
- (g) Information campaign or awareness
- (h) Administrative costs that are directly related with project implementation

Notes for “Miscellaneous”

- ❖ You should not allocate a large unexplained amount on “Miscellaneous”, show its composition instead (e.g. contingencies to cover an unanticipated expenses or cost increases etc.
- ❖ Total expense budget and grant funds request should be clearly shown in the budget table. If your project envisages volunteer services, show they estimated monetary value in the budget.
- ❖ A budget narrative is the place to explain or amplify aspects of your budget to avoid any reader misunderstanding. **(obligatory)**

11. Additional information

- a) Description of organization/history of collaboration with VAF.
- b) Management capacity of the organization and competency of the staff.
 - ❖ Brief description of the organization status and main activities (State Authority, local NGO, etc).
 - ❖ What other programmes/projects you have implemented and how they were funded.
 - ❖ Evidence of accomplishments (any statistical data about program/project results)
 - ❖ The credentials of the staff/consultants who will manage the project .
 - ❖ Other organizations involved in the project process and the share of responsibilities.
- c) Letters of support (if any)

The proposal you submit might imply some joint, cross-sectoral cooperation between different organizations at national, regional and/or local levels. In this case you will have to list all organizations or agencies to be involved, with clear delineation of responsibility during the project implementation period.

Example:

When planning a orphan child education program, you might need the following contributions:

- (a) Preparation of the studies related to this category and other different organizations experienced in the specific field **(identified at the planning stage);**

- (b) Printing the material – to be accomplished by already selected printing house,
- (c) Dissemination of the services to be provided – including the communication plan that promotes the project implementation in media and through networking with regional/local authorities or NGOs etc.