

Community Development Grant Project Proposal Form

I. General Information

Project Title: _____

Project Date(s): _____

Applicant: _____

Address: _____

City: _____ Region: _____ Postal Code _____

Telephone Number: _____ E-mail: _____

Amount Requested (in USD): _____

What kind of project are you proposing?

Seminar Conference/Camp Other: (Please Explain) _____

Please briefly explain your project (50-100 words):

II. Project Goals

Below list the goals that you are hoping your project will achieve:

Goal #1:

(Goal #2, Goal #3, etc.):

What will change in the short-term because of your project?

What will change in the long-term because of your project?

What do you see as the biggest challenges facing you in this project?

Who else have you asked for support (financial, plan activities, permissions), if anyone?

III. Project Details

a. Project Beneficiaries

How many people will benefit and what kind of people will they be?

_____ Boys

_____ Men

_____ Girls

_____ Women

b. Project Assistants

How many people will help you, who are they, and what will they do?

Will you train another person to be a Project Leader such as yourself? How?

IV. Implementation Plan

When will the project begin? _____ End? _____

Please give a brief project implementation plan (timeline/schedule) from start to finish.

EXAMPLE: *The example below shows one way of organizing your information in an orderly fashion:*

Implementation Plan for Project "X"

Activity to be implemented	Who is responsible	Dates activity will be implemented
1 st project planning meeting	Mehri A. and School #3 English Teacher (Jemal M.)	February 1, 2010
Meeting with students for project "X"	Mehri A. and School #3 English Teacher (Jemal M.)	February 3, 2010
10 training sessions for 15 participants (every Tuesday and Thursday)	Mehri A.	February 9 – March 11, 2010
Final meeting with participants for project "X"	Mehri A. and School #3 English Teacher (Jemal M.)	March 16, 2010
Conduct evaluation of project "X"	Mehri A. and School #3 English Teacher (Jemal M.)	March 19, 2010
Submit final report to TYCVF	Mehri A.	March 26, 2010

V. Project Budget

Please either insert a table into this document or submit an additional spreadsheet showing the expenses and costs of your project. List each item that you will need for your project, what quantity you will need, and the cost of that item. List all costs in American Dollars, please.

The example below shows one way of organizing your information in an orderly fashion:

Item	Quantity	Cost Per Unit (U.S. Dollars)	Total Cost (U.S. Dollars)
<u>Supplies for Creating Informational Health Posters</u>			
Posterboard	20	\$0.05	\$10.00
Markers	10	\$1.00	\$10.00
<u>Supplies for Training Seminar about Posters</u>			
Notebooks for Participants	40	\$0.20	\$8.00
Pens for Participants	40	\$0.30	\$12.00
TOTAL PROJECT COST			\$40.00