**The Project Application for funding has 9 sections as outlined below:**

**NOTE:** All sections listed below, should be completed in FULL, before submitting your project proposal to the Greater Guyana Initiative (GGI), for consideration. Copies of your organisation's Certificate of Registration and TIN Certificate should also be included in the proposal you submit.

1.  **Organisational Background (one-half page maximum)**

    →  Organisation Name is
    →  Operational NGO/Partners entity
    →  Organisational Objectives

2.  **Project Proposal Summary (two to five pages)**

    →  What is the main purpose of the project and the need that you are seeking to meet?
    →  How is the proposal aligned with Guyana and specific target communities' priorities?
    →  Does this effort complement other ongoing programs?
    →  Population that you plan to serve and how it will benefit from the project.
    →  Strategies and tactics you will employ to implement your project.
    →  Proposed staffing pattern for the project including names and titles of the individuals who will lead the project. *(Attach curriculum vitae for all individuals.)*
    →  Anticipated length of the project.
    →  Highlight any current or previous similar programs and accomplishments.  Please emphasize the achievements of the recent past (1-4 years).

3.  **Capacity Building (one page maximum):** *In order to ensure that there is lasting community benefit from every project, local capacity building should be a component of every proposal. How your project build capacity of beneficiaries?*

4.  **Project Implementation and Management Plan**
    →  List specific activities that will occur as part of the project
    →  Provide project implementation strategies

    →  Please provide a timeline for executing each activity, including a chart detailing milestones and deliverables to be achieved under each listed milestone.

5.  **Project Results Monitoring and Evaluation (maximum 1 page)**

Please explain how you will measure the effectiveness of your activities.  Evaluation should be able to show the specific impact over the short, medium, and long term.

→  Describe your criteria for a successful program and the results you expect to achieve by the end of the funding period.
→  What are the goals and performance indicators that you will measure?
→  What measurements/baseline data will you be collecting prior to project commencement (in order to measure results at the conclusion of the project)?
→  Example: The following are the project results which will be realized upon completion:
   a)  Short-Term (Completion – 6 months)

       INSERT SHORT TERM RESULTS HERE

   b)  Medium-Term (6 months – 2 years)

INSERT MEDIUM TERM RESULTS HERE

c) Long-Term (2 years & Onward)

INSERT LONG TERM RESULTS HERE

## 6. Communications Plan (half page maximum):

→ Explain how, if this project is approved, goals and achievements of this project will be communicated to the community, media, other stakeholders. Detail how ExxonMobil Guyana / Partners involvement would be communicated.

## 7. Budget

The table below outlines the costs associated with the project.

| Category | Month/Year | Month/Year | Month/Year | Total |
|---|---|---|---|---|
| Personnel/Labor | | | | |
| Equipment/Materials | | | | |
| Training/Travel | | | | |
| Contracts | | | | |
| Other | | | | |

## 8. Conclusion (Half Page maximum)

A summary of the proposal outlining its unique value proposition

## 9. Additional Information on Proposal

Add any additional detail/supplementary information that is relevant to the proposal