



**NOTE:** The Project Application for funding has nine (9) sections. **ALL** sections listed should be completed in full before submitting your project proposal to The Greater Guyana Initiative (GGI) for consideration.

**1. Organizational Background (Half page maximum)**

- Organization Name
- Operational NGO/Partners entity
- Organizational 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? Please explain.
- Specify the population that you plan to serve and how they will benefit from the project.
- Highlight any current or previous similar programs and accomplishments. Please emphasize the achievements of the recent past (1-5 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 does your project build capacity of beneficiaries?

**4. Project Implementation and Management Plan**

- Proposed staffing plan including names and designations of key personnel. (Attach curriculum vitae) .
- List specific activities that will occur as part of the project.
- Please provide a Workplan detailing timeline for executing each activity, milestones and deliverables to be achieved.
- Project Implementation Strategies
- Identify project risks and state actions to mitigate, monitor and manage same.

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

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 will be communicated to the community, media, other stakeholders. Detail how GGI's Co-Venturers involvement will be communicated.

## 7. Budget

The table below outlines the costs associated with the project.

| Category            | Month/Year | Month/Year | Month/Year | Total |
|---------------------|------------|------------|------------|-------|
| Staffing/Operations |            |            |            |       |
| Equipment           |            |            |            |       |
| Training/Materials  |            |            |            |       |
| Travel              |            |            |            |       |
| Miscellaneous       |            |            |            |       |

The categories listed in the budget outline above represent some key expense areas. The list is not non-exhaustive and categories may be added.

## 8. Conclusion (Half Page maximum)

Add any relevant details specific to your proposal.

## 9. Additional Information on Proposal

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