

## **How to make Project Proposal**

Most organisations have a specific format. However, there are some details that will be required in almost any proposal. These include:

- **Background**

A brief on what was the motivation for the project.

- **The Objective**

Briefly mention what is hoped to be achieved by the project.

- **The Method**

Details on how the project would be implemented. This should be in clear concise steps.

- **The Time Frame**

A detailed break up of the activities on a month to month basis.

- **The Number of Beneficiaries**

The Funding agency would need to know how many people would benefit from the project.

- **The Budget**

This should include a break up of the funds required and at what intervals. It should also specify on the number of personnel to be employed. A distinction needs to be made between those working on the project and those on administration.

- **Sustainability**

The proposal needs to illustrate how the project is feasible and will become self sustaining after the aid is withdrawn.

- **Executive Summary**

Generally after working out the project proposal in detail, a brief of the project, called an executive summary, is made and attached with the covering letter to the funding organization.