# proposal template

# PROACT: COMMUNITY BASED INTERVENTION PROGRAM

This proposal template outlines the information required to submit an application to ISD. Applicants are encouraged to be concise and note that maximum page limits have been set for every section.

All applications **must** be submitted in the following template in order to be eligible.

Please ensure that:

* All pages are numbered, including attachments
* All documents are formatted to A4 paper
* All Microsoft Word Documents are single-spaced, Times New Roman, 12pt font
* All documents must be submitted in English

## Cover Page (max 1 page)

|  |  |
| --- | --- |
| Lead Organisation Name |  |
| Additional Organisations | *If applicable* |
| Proposed Project Title |  |
| Proposed Geographical Location/s (County) | *Applicants may apply to be the implementing partner for 1, 2 or all 3 of the project locations* |
| Project Expected Start and End Dates | *March 2020 – August 2022* |
| Total Project Amount  | *Maximum of $200,000 USD per county* |
| Lead Organisation Kenyan Registration Number |  |
| Point of Contact Name |  |
| Point of Contact Email |  |
| Point of Contact Phone Number |  |

## Table of Contents (maximum 1 page)

Please provide a table of contents for your proposal with page numbers, including attachments.

## Executive Summary (maximum 1 page)

Please provide a summary of your proposed project (maximum one page).

This should include a concise summary of the aim, objectives, key activities and intended results of your proposed project, alongside a brief description of how the project is innovative, sustainable and will lead to demonstrated impact.

## Programme Design (maximum 7 pages)

Under this section please outline your programme design. This should include a summary of your plans in line with the following headings.

### Contextual Analysis

Describe, in detail, the problem to be addressed and the contextual factors that you have considered in designing your project. Please describe who the key stakeholders are and how they impact on the problem you are addressing. Please summarise how the project has been tailored to the context and how this will contribute to its overall success.

### Target Beneficiaries

Who are the beneficiaries you are planning to reach? Briefly describe the target beneficiaries of your proposed project, including reference to how you propose to support the participation of men, women, youth, people living with disabilities and ethnic/religious minorities. Where possible, quantify the specific numbers and target groups that the project aims to reach.

### Strategic Interventions

Describe the approach/strategy your organization is going to use to address the problem, justifying the selected strategies. Describe the key results/outcome, objectives (outputs) and activities your organization is going to undertake to deliver the results.

### Innovation

Describe how the proposed strategies/approaches are innovative. What is innovative, different or special about your project?

### Sustainability

What will the legacy of your project be after the close of the grant period, and how will you ensure that your project has sustainable outcomes?

### Risks and Assumptions

Describe potential risks (including mitigation measures to be adopted to prevent the risk from affecting the delivery of the project) and assumptions that would underpin the successful completion of the project. The risks can be both internal (to the organization) as well as external (the operating context) and can be low, medium or high. What ethical considerations will you make in delivering this project?

## Workplan (maximum 2 pages)

Please provide an overall workplan for your project. Using a table / Gantt chart format, please list the following for each project activity:

* Very brief description
* Estimated dates of activity
* Milestones

## Measuring Results/Impact (maximum 1 page)

Describe how will you measure the outcomes and impact of the proposed project(both qualitatively and quantitatively)?

## Organisational Capacity (maximum 1 page)

Briefly describe the institutional capacity of your organization. This should include a summary of:

* Past and present projects
* Experience designing and delivering trainings, including Training of Trainers
* Existing partnerships with government, including county and national level (including the NCTC)
* Existing partnerships with civil society stakeholders
* Any other relevant information

If you are applying as a consortium, please provide a brief description of each consortium member and their respective roles in the project.

## Budget Narrative (no page limit)

Budget narrative should include an explanation and justification for each budget line item/each cost in the detailed budget in Excel. For ease of review, we request applicants to ensure that the budget narrative addresses the costs in the same order as they are listed in the detailed line-item budget.

The budget narrative should communicate additional information that might not be readily apparent in the budget spreadsheet, and not simply repeat with words what is numerically stated in the budget. Based on the proposed project budget in Excel, please summarize the key budget costs i.e. Admin Costs (Personnel, equipment and other administrative costs), Project Implementation Costs etc.

## Mandatory Attachments (no page limit)

Please include the following documents, which are mandatory. Any other additional documents will not be reviewed as part of the process.

1. Budget in the provided template. Applications which do not use the required template will not be considered
2. Organogram for the lead applicant. If you are applying as a consortium please include an explanation on roles and responsibilities between the organisations
3. Kenyan Registration certificates for all applicant organisations
4. A copy of the lead applicant’s most recent audit (organisation wide or programme is sufficient)