PREPARING AND WRITING A PROJECT PROPOSAL FOR A GRANT

Some useful hints to have in mind

(Feedback welcome to the ALF Monitoring team: corinne.grassi@bibalex.org)

There are some common basis and principles that apply to any types of projects. This document and links are only guidelines and tips not to forget when looking for funding and working on project. It does not mean that project proposals following it will be granted for sure by the Anna Lindh Foundation or others donors, but it should help to shape descriptions and give it better chances.

NEVER THINK

- that there is THE recipe to make the perfect project proposal insuring the full amount of money you would like to get,

- that the people you address your application know well your area of work in order to understand the need of the project you propose

NEVER FORGET

- to whom (their aims, background, context, priorities…) you are addressing your proposal,

- that selection committees usually have short time to discuss many proposals so they have to be able to catch and understand with short and clear description what you intend to do. You have to "sell" your proposal as you would "sell" your experience/ personality in applying for a job.

Find friends/ relatives/ colleagues who do not know about your work too much and give them your proposal to see if and what they understand. Their questions will be helpful to shape your ideas, to be precise in your descriptions, in the steps you want to follow and the objectives you want to achieve.

Some of the important questions you should think about when you want to submit an application for a grant, for support:

WHY	Why do you want to get involved? Why this project is important? Are you sure it is important? Why people are interested to join the project? Why do you seek funds from this donor?	Analysis of the situation, of the social reality
WHAT	What for? What kind of activity is it? What is the purpose of the project? In what context is the project? What is going to happen concretely that otherwise it will not take place? What are the results expected? What are the topic and the content? What is the methodology? What do you need (financial and human resources, material and goods)? What will be the costs? What will be the funding? What will be after? What will be the follow-up?	Social aims, Educational aims Concrete objectives Resources (technical, human, financial)
WHO	For whom? Who is going to benefit from this project? What will be the target group? (age, background, origins, experience …) Whom you would like to see participating? Are the people involved in accordance with yours aims, your values? With whom are you going to do it? Who are the partners? Do you know them well? What can they really contribute to in the project? What will be their added value? Who is responsible for what? (Risk that everybody will think that somebody else will do it) Who will coordinate? Who will follow-up? Who can help, who can be expert?	Participants Partners Team Sponsors
WHERE	Where will you meet to prepare, to run the activity? Where will you start and end?	
WHEN	When will it start? When will it end? Are all the steps planned with clear deadlines during the implementation?	
HOW	How will you work? Which methods are you going to use? (It must be in accordance with your aims) How will you prepare? How will you work with with your team, your partners? How will you share tasks?	Timetable from preparation to evaluation Programme of the activity Implementation

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LINKS TO INTERESTING DOCUMENTS AND TIPS

ON PROPOSALS WRITING, PROJECT DEVELOPMENT

YOUTH PARTNERSHIP YOUTH DIRECTORATE (COUNCIL OF EUROPE) & EUROPEAN COMMISSION TRAINING KITS (T-KITS)

http://youth-partnership-eu.coe.int/youth-partnership/publications/T-kits/T_kits

The training kits are thematic publications written by experienced youth trainers but the those kits can be useful also to organisations not specifically working on youth.

T-Kits are produced in English. Most of them are also available in other languages (see on the web page).

T-Kit 1: Organisational Management- For trainers, staff and committee members of international youth organisations.
http://www.youth-partnership.net/youth-partnership/publications/T-kits/1/Tkit_1_EN

T-Kit 3: Project Management- For trainers, youth workers running projects
http://www.youth-partnership.net/youth-partnership/publications/T-kits/3/Tkit_3_EN

T-Kit 9: Funding and Financial Management - Comprehensive overview of funding sources and financial and relationship management
http://www.youth-partnership.net/youth-partnership/publications/T-kits/9/Tkit_9_EN

T-Kit 11 Mosaic: The training kit for Euro-Mediterranean youth work - Manual for facilitators in non-formal education
http://youth-partnership-eu.coe.int/export/sites/default/youth-partnership/publications/T-kits/11/6577_T-Kit_11_A4_assemble.pdf

CIVICUS # CIVIL SOCIETY TOOLKITS

CIVICUS has produced several toolkits to enable organisations to improve their capacity in a number of areas. From communications and planning skills to writing funding proposals, CIVICUS hopes it will give useful tips, tools, and ideas to help strengthen civil society organisation.

Several toolkits are available in English, French, Spanish and Russian https://www.civicus.org/news-and-resources/toolkits

10 Principles of Good Practice for the Intelligent Funder
https://www.civicus.org/news-and-resources/toolkits/270-10-principles-of-good-practice-for-the-intelligent-funder-

Writing a Funding Proposal
https://www.civicus.org/news-and-resources/toolkits/268-writing-a-funding-proposal-

Developing a Financing Strategy
https://www.civicus.org/news-and-resources/toolkits/266-developing-a-financing-strategy-

Budgeting (in two parts)
https://www.civicus.org/news-and-resources/toolkits/269-budgeting-in-two-parts
Financial Controls and Accountability
https://www.civicus.org/news-and-resources/toolkits/267-financial-controls-and-accountability-

Action Planning
https://www.civicus.org/news-and-resources/toolkits/227-action-planning

Planning Overview
https://www.civicus.org/news-and-resources/toolkits/226-planning-overview

Strategic Planning
https://www.civicus.org/news-and-resources/toolkits/229-strategic-planning

Monitoring and Evaluation
https://www.civicus.org/news-and-resources/toolkits/228-monitoring-and-evaluation-

Promoting Your Organisation
https://www.civicus.org/news-and-resources/toolkits/263-promoting-your-organisation

Handling the Media
https://www.civicus.org/news-and-resources/toolkits/262-handling-the-media

UBUNTU TOOLBOX
http://www.ubuntutoolbox.com/index.php?option=com_weblinks&view=category&id=47%3Aother-toolboxesenglish&Itemid=187&lang=en

TIPS USEFUL TO CONSIDER IN WRITING GRANT APPLICATION

Not all the tips given below are useful or appropriate in any cases, some are specific to certain donors and or contexts, nevertheless it can give interesting elements to reflect upon when writing a grant proposal.

THE FOUNDATION CENTRE
Proposal writing short course
The recommended process is not a formula to be rigidly adhered to. It is a suggested approach that can be adapted to fit the needs of any nonprofit and the peculiarities of each situation. (Also available in Portuguese, Spanish, Russian)
http://foundationcenter.org/getstarted/tutorials/shortcourse/prop1_print

audio book http://foundationcenter.org/getstarted/learnabout/audiobook.html

GRANTPROPOSAL.COM

Well organized site on proposal writing. Includes an overview, inquiry and cover letters, standard components of a proposal, a sample proposal, advice from funders, and more. An excellent section on researching funding opportunities is included also.
http://www.grantproposal.com/

Art of Grantsmanship

http://www.hfsp.org/funding/art-grantsmanship

How to Write Grant Proposals

The Basics of Grant Proposals - From Summary to Budget
http://nonprofit.about.com/od/foundationfundinggrants/tp/grantproposalhub.htm

Guide for Writing a Funding Proposal

This Guide for Writing a Funding Proposal was created to help empower people to be successful in gaining funds for projects that provide worthwhile social service. A major theme that runs throughout the Guide is a concern for the development of meaningful cooperative relationships - with funding agencies, with community organizations, and with the people you are serving - as a basis for the development of strong fundable initiatives. The Guide is built on the assumption that it is through collaboration and participation at all levels that long term change can be effected.
http://www.learnerassociates.net/proposal/

Grant Proposal Writing Tips

The Corporation for Public Broadcasting evaluates hundreds of proposals each year for a variety of funding purposes. This publication is an easy guide to the basic elements of grant proposal writing. It offers guideposts to help you through each stage of the process.
These guideposts are transferable to a variety of grant applications.
Successful grant writing involves the coordination of several activities, including planning, searching for data and resources, writing and packaging a proposal, submitting a proposal and follow-up.
http://www.cpb.org/grants/grantwriting.html

Grant writing Tips

http://lone-eagles.com/granthelp.htm

How to write a grant proposals

www.un.org/depts/dhl/sflib/libmgnt/grantproposals.htm