

PROJECT PROPOSAL GUIDELINES

The Sawiris Foundation focuses on Training and Employment in all its projects.

I. GENERAL INFORMATION

1. *Date*
2. *Name of the project*
3. *Name of the organization*
4. *Contact person(s) and title(s)*
5. *Project manager name and contact information*
6. *Project accountant name and contact information*
7. *Address, telephone, fax and e-mail of the organization*
8. *Cover letter including project summary and amounts requested. This letter is to be signed by the Executive Director and Board Chair of the organization to indicate Board approval of the project proposal*

II. ORGANIZATION

A. *Organizational background*

1. *Registration number with the Ministry of Social Affairs (if applicable)*
2. *Organization's history, mission, and goals*
3. *Description of current programs, activities, and accomplishments*
4. *Partners of the organization and their role(s)*
5. *Names of board members and their current employment*
6. *Responsibilities of the Board, staff, and volunteers*
7. *Former and present sources of funds for the organization*

B. *Organizational capacity*

1. *Project relation to your organization's mission and goals*
2. *Related programs and projects*
3. *Links with other organizations doing similar or related work in the same geographic area or on the same issues*
4. *Qualifications and responsibilities of the staff and volunteers who will be working on the project*
5. *Beneficiaries' involvement in your organization (e.g., as volunteers or as members of Board, staff, or advisory group)*
6. *Organization financial statements for the last two years*

III. PROJECT

A. Description, goals and outcomes

1. *Concept of the project*
2. *Objectives*
 - *Short- term objectives to be achieved by the end of the project*
 - *Long- term objectives beyond the project*
3. *Number of individuals, geographic area, and target population benefiting from the project (i.e. the beneficiaries)*
4. *Benefits of the project to the beneficiaries in the short and long terms*
5. *Training Program*
 - *Training curriculum*
 - *Training institution delivering the program*
 - *Certification*
 - *Assurance of training quality*
6. *Employment created*
 - *Number of jobs created and their description*
 - *Potential and actual employers*
 - *Commitments from potential employers to employ trainees*
7. *Selection process of beneficiaries, and selection criteria*
8. *Milestones of the project*
 - *Description of all milestones*
 - *Timeline for each milestone*
 - *Accomplishments to be achieved by the end of each milestone*

B. Implementation

1. *Description of tasks*
 - *Tasks for key staff executing the project*
 - *Tasks of each partner involved in implementing the project*
2. *Existing resources used for the project (e.g., facilities, people, and partnerships)*
3. *For micro-credit projects, add the following:*
 - *Previous experience of the organization (if any) in giving micro-credit loans*
 - *Technical assistance needed by the organization*
 - *Financial statements including:*
 - *Income statement*
 - *Balance sheets*
 - *Cash-flow analysis indicating break even point*

IV. FUNDING

A. Required funds

1. *Period the funding will cover*
2. *Funding requested for each milestone*
3. *Total amount requested from the Foundation*
4. *Total amount contributed by the organization, and other partners (if any)*
5. *Total project budget including provision for unexpected contingency(not exceeding 5%)*
6. *Full description of all budget activities for each milestone as follows:*
 - *Period each milestone is covering*
 - *Activities of each milestone*
 - *Funding required to cover each activity*
 - *Disbursement conditions*

B. Sustainability

Describe the additional resources needed to sustain this project over time (e.g., financial resources, human resources, partners). Include information on:

1. *Organization plan to generate funds for to support this project in the future*
2. *Availability of other resources necessary to sustain this project*
3. *Growth potential*
4. *Replication potential of the project*
5. *Risk elements and plan to secure project sustainability*

V. MONITORING AND EVALUATION

A. Monitoring

Each objective should have specific indicators through which success is measured.

1. *Description of organization approach to monitor project accomplishments*
2. *Description of organization approach to monitor compliance with budget*

B. Evaluation

1. *The assessment methods (e.g. surveys, interviews) and the indicators (e.g. accomplishments, number of jobs) used to measure the success of each objective*
2. *Organization approach to involve stakeholders in the evaluation process (e.g. Board, beneficiaries, and community members)*
3. *Identification of possible evaluator responsible for the final evaluation report to the Foundation*
4. *Organization plan to use the evaluation report to improve future outcomes (e.g. for program improvement, fund-raising, communication)*