

## **PROPOSAL TEMPLATE**

Project Title: (Qualification and NQF Level)

Company Name

Primary Contact Pearson

Position of Contact person

Address of the company

Telephone number and Email

Location of project: Province, District Municipality and Local Municipality. Including the implementation address.

### **Section 1. Project Relevance and Need**

- a) Describe how your project addresses the solicitation priority.**
- b) Demonstrate the need for your project. Describe why it is important to carry out this work.**
- c) Provide the evidence to support the need for this project (e.g. research evidence/statistics on your target population and the issue being addressed).**
- d) Describe how your project complements or adds to other similar initiatives.**

### **Section 2. Project Description**

- a) Provide a brief description of the proposed project.**
- b) Provide the objectives of the project.**
- c) What key activities will you undertake in this project?**
- d) Describe the target audience(s) for the project**
- e) Provide list the geographic location(s) and sites/settings where the project activities will take place.**

### **Section 3. Expected Results**

- Expected results can be viewed as what your project is trying to "change".

- a) What are the expected short term (1-2 years) and long term (3+ years) results of this project?**
- b) How do you see the results of this project affecting the unemployed and unskilled beneficiaries?**

### **Section 4. National Scope and Applicability**

- Results of projects must have national implications and benefits. This can include being national in scope in terms of partners, benefits to the target population, and replicating results in other parts of the country.

- a) Describe how the results of your project will have national implications and benefits.**

### **Section 5. Multi-sectoral Partnerships and Collaborations**

- Describe your plan for collaboration.

- a) Indicate the name of the partners you will work with during the project.**
- b) What is the role and contribution of each partner?**
- c) Please list here and provide (attach) the letters of support demonstrating partnership commitment to the project.**

## Section 6. Sustainability Plan

- Time-limited project funding cannot be used to sustain the operations of organizations or to carry out ongoing core operational activities that must cease when funding ends.
- A sustainability plan could include:
  - sustaining the issue (e.g. keeping awareness of the issue high on the agenda of all stakeholders including the public, community partners and decision makers);
  - sustaining partnerships (e.g. creating and maintaining productive working relationships and maximizing the benefits of addressing an issue with a diverse group of stakeholders).

**a) What aspects of your project will be self-sustaining and describe how they will continue after funding has ended.**

## Section 7. Work Plan

A Work Plan is to be provided as part of the application package

**b) Complete the Work Plan outlining the objectives, expected results, activities, products, timelines, and human resources required.**

## Section 8. Evaluation Plan

- Please include your own logic model and methodology
- The budget amount you will dedicate to evaluation.
- After project activities have finished, many organizations find they still need additional time to carry out evaluation activities. You may want to ensure that you allocate sufficient time (e.g. 1 to 2 months) for evaluation activities at the end of the project, such as collecting and analyzing data, report writing and knowledge transfer activities).

**a) Complete the Evaluation Plan.**

**b) Provide a written explanation of the evaluation plan for your project.**

## Section 9. Your Organization

- **Financial administration/management** of your organization may be shown by, for example: the existence of an accountant or bookkeeper on staff, the type of financial-related bylaws for your organization, whether there are formal financial policies and procedures for your organizations, etc.

**a) Provide your organization's mandate/vision statement.**

**b) Describe your organization's key activities and main programs/projects.**

**c) Outline why your organization is well-suited to undertake the proposed project (e.g. credibility, relevant skills, interest, experience with the target population).**

**d) Describe your organization's management structure, governance, and capacity to carry-out projects (e.g. staff work experience, financial administration/management, quality control mechanisms).**

## Section 10. Budget

Include a confirmation letter from your partners if you have either financial/cash or in-kind contributions.

**a) Complete the Budget**

**b) Provide a detailed breakdown and explanation of the budget amounts under each category of the template.**

