HELPFUL TIPS FOR DEVELOPING YOUR PROPOSALS AND BUDGETS

International Exchange Alumni

INGREDIENTS FOR AN ALUMNI PROJECT PROPOSAL

Alumni-Led

- Are alumni the main implementers of the project?
- Is that obvious in your proposal?

Clear Goals

- Is the purpose of the project clear? What are you trying to address?
- Will the reader understand your proposal and the goals of your project?
- Have you made the purpose of the project clear?

Implementation Steps

- How will you implement your idea? Describe and provide a timeline for each major step in your project
- Which team members will be involved in these steps?

Measurable Results

- What are the anticipated results of this project?
- Does your proposal clearly convey expected results?

HELPFUL TIPS

Read all proposal information and criteria
- How long is the grant competition? Who can be involved?

Start early! – do not wait until the last minute to work on proposal or budget

Submit **your proposal well ahead of deadline to avoid any technical problems** or internet issues

Research the costs of items you may want to use for your project to help you develop the budget

WHO, WHAT, WHY, WHEN, WHERE, AND HOW?

Beneficiaries - *Who*

Which communities will your project affect?

- Youth, government, local leaders, parents, men or women, people with disabilities?
- Why these groups?
- How many people will you target?

Impact - *What*

What impact will your project have on these communities?

- What change do you want to occur after you've completed your project.
- Can you quantify this change?

What type of project?

- Training? Awareness campaign? Conference or seminar? Service project?

WHO, WHAT, WHY, WHEN, WHERE, AND HOW?

Purpose & Impact - *Why*

- **Why is it important for you to carry it out this project?**
- **What challenge will your project address?**
- **Is this challenge specific to your community?**

Implementation – *When, Where, & How*

How will you carry out the project?

- List timeframe for major activities and where they will take place*
- Who is responsible for each step?

* If you are submitting a proposal for a project that will involve alumni team members from multiple countries, please indicate in the proposal form what the role of each member will be, and if activities will take place in one country or more than one country.

COMMUNICATION

How will you promote your project and to whom?

- ❑ Will you use print, social media, radio, and/or TV?

- ❑ Do you have access or knowledge in by these communication methods?

- ❑ Is the communication plan relevant or appropriate for the beneficiaries?

How will you measure success or impact?

Which tools or methods might you utilize to measure results, such as surveys, interviews, focus groups?

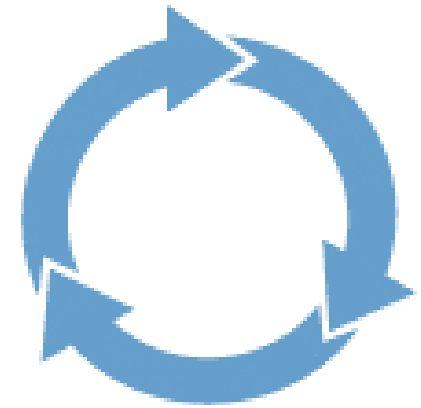**How and to whom will you communicate results?**

- Which parties might be interested in learning about your results?

Sustainability

How will the impact of this project continue beyond initial funding?

If this is a pilot project, how might you find future funding? How might you change the scope of project?

BUDGET $$

Itemize and explain costs in the budget

❑ How many units per cost?

❑ What is each item for? Are all items in budget somehow reflected in the proposal?

▪ Venue, food/beverage, speakers/trainers, lodging, promotion, supplies

▪ Make sure items you list in the budget can be covered by the grant.

▪ Ensure everything adds up correctly and does not exceed the maximum amount to be requested

Include cost share or In-kind support

❑ This can include services and labor, donations, space, supplies

HOW WILL YOUR PROJECT PROPOSAL AND BUDGET BE EVALUATED?

Does the proposal and budget meet the evaluation criteria of the grant?

Have you had a friend or colleague review **your proposal/budget?**
- ❑ Spell check, grammar, comprehension

Make sure budget matches proposal
- ❑ Do items listed in your budget match the activities in the proposal?