

Quaker Service Australia
Unit 14, 43-53 Bridge Road, Stanmore NSW 2048, Australia

Required format for project proposals by prospective project partners

This document is intended to provide guidance to you in the preparation of project proposals to QSA. It will enable QSA to make decisions about your request. The format may be adapted as necessary, provided that the required information is available from the document. If anything is not clear, please feel able to ask the office staff (administration@qsa.org.au) for assistance.

The proposal should be no longer than 10 pages.

1. Summary

A one paragraph statement of the request and rationale for the project. This is the goal of the project and gives direction to the project planning and design. It is very important that the goal is a clear statement of the vision of the project.

2. Project Identification

A one paragraph to describe how the needs that the project will address were identified, and the steps taken in planning the project to date. It should reflect the needs of the beneficiaries, not the needs of the agency proposing the project, or their special skills.

3. Background context

This section is to describe the general situation of the country and the sector of the project (for example if your proposal is a health project, describe the overall health indicators of the country and how the health system is structured).

- Describe the particular needs of the area where the project will be based, including some details about the physical environment.
- Describe the particular target group that the project will work with, describing how the problems were identified, and how the participants have been involved in planning this proposal, and how they will be involved in its implementation.
- Who will be the main participants? How many women, men, girls and boys will be involved in this project?
- Are people with disabilities able to participate fully in the project?
- Have you thought about child protection issues in your project design?
- How will other marginalised members of the community be included in this project?

4. Project Description

- 4.1 **Project objectives** – These provide the reason an activity is to be undertaken and describes the specific and general aims of the activity. There can be several objectives to support the goal. Each objective needs to be specific, able to be measured, has a definite time to be completed, is specific to a particular location, and is realistic.
- 4.2 **Activities** – List the activities to be carried out for each of the project objectives and explain how they will be implemented, and which person or group will be responsible for carrying them out.

Who will do What

When and with whom

What type of **inputs**, besides people, will be needed

What impact will these activities have on the local environment? Is it likely that natural resources will be used up by this project? Have you completed an assessment of the

environmental impacts of this project, if so, please include these details with your proposal.

- 4.3 **Duration of the project.** What is the desirable start date for the project, and realistically, how long will the project extend?

5. Activity schedule

This plots the activities on an annual calendar by month or quarter, and should follow directly from the objectives. For larger projects it is helpful if each activity is broken down into its tasks for the schedule. This enables the seasonal variations to be indicated, and any delays or 'blocks' can be seen and when key personnel may be involved for long periods of time. It is also very helpful for the project's monitoring and evaluation processes as comparisons can be made.

6. Gender considerations

What are some of the difficulties for the women and children of the community? Will children be put at risk in any way by this project and its activities? Are all members of the community involved in the planning of the project? Will they also be part of the project as participants? Are there other gender issues we need to be aware of? Has a baseline study been conducted to explain the gender differences in the community?

7. Inputs and costs

Provide a clear budget with the cost of inputs needed (such as personnel, equipment, travel) under each activity. Include the specific and definite information (e.g. salary \$400 per month X 12 months), and who will fund this i.e. funding donor, local community or local government. Include the currency that the budget is prepared in, and QSA will use the current exchange rate to convert it to Australian dollars.

If the project is for more than one year's duration, give details by year. Ensure that there is sufficient budget to cover administration costs.

8. Risk assessment

Provide details of the assumptions and risks to the successful implementation of the project. Identify all of the risks, and describe if they can be avoided, can their effect be minimised, or what you will do if the project cannot be implemented as planned. Some of the risks may be reflected in the activity schedule.

9. Sustainability

Discuss how the community / participants can continue to benefit from the project after funding has ceased, and what the long term plans might be.

10. Implementing Agency

Provide details of the project partner (such as Statement of Purpose, why it was established, how the organisation operates), also giving details of other projects being implemented or relevant experience. Mention also the legal framework of your organisation and who will be the main contact person with QSA.

11. Project Management and Monitors

Provide details of the personnel responsible for project management and ongoing project monitoring. Monitoring of the project will need to include details of how each activity will be monitored (what are the performance indicators), who will do this and when will reports be submitted, and by whom. Both process and output aspects of the project need to be included. QSA may also appoint a monitor who has relevant experience or expertise to look at the overall

aspects of the projects. Provide details of the bank account and financial administration (who is responsible for signing cheques, making payments, preparing reports).

12. Name of the person completing this proposal, and role within the organisation, and the name of a contact person if it is to be a different person. Please provide email addresses if you have them, though we understand that may not be possible for every person in the organisation.

It may be that at the time of sending your proposal to QSA you do not have all of this information finalised, but please send us what you have. It is quite likely that there will be a few email exchanges before a final decision about funding is made, but the process will be quicker if there is more information available at the start.

Please send your completed document to:-
The Administrator
Quaker Service Australia
Unit 14, 43-53 Bridge Road
Stanmore NSW 2048, Australia

Or by email to – administration@qsa.org.au