

## Components of A Proposal

Cover Letter

Title Page

Table Of Contents

Introduction/Background

Summary/Abstract

Problem Statement/ Project Justification/ Rationale/ Needs

Project Goal and Developmental Objectives

*Overall Goal*

*Developmental Objectives*

Expected Results (Outputs)

Risks and Assumptions

Project Description

*Location*

*Duration*

*Target Groups/ Beneficiaries*

Project Strategies, Activities, And Implementation

*Strategy*

*Instruments*

*Stages*

*Activities*

*Workplan*

Agency Capability/ Organizational Profile

Project Budget

Project Sustainability

Monitoring and Evaluation

Project Impact

*Environmental*

*Social*

*Economic*

*Political*

References

Appendices

*Profile*

*Financial Audited Report*

*Annual Reports*

*Organizational Structure*

*Project Chart*

*Budget*

*Gantt Chart*

*Staff*

*Poverty and Marginality Indicators*

*Workplan*

*Object Tree*

*Problem Tree*

Endorsement Letters

*Community*

*Ministries*

*Target Groups*