

SAMPLE PROPOSAL FORMAT

1. Organizational Details:

Name of organization: _____

Address _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Name and Title of person responsible for the activity:

1. Description of the Organization.

Describe the organization, including how long it has existed, where it is based, its size, its current funding sources and estimated amounts, its activities, and relevant project management experience. Please note other funding sources and/or in-kind contributions that would support the activities proposed under the Democracy and Human Rights Fund.

2. Background Information on the Activity.

Briefly describe the purpose of the activity and the context in which it is set. State how the activity will promote human rights, political pluralism, civil society, an independent judiciary, accountable government, free speech, free and fair electoral processes, freedom of religion, and/or the creation of a more open, democratic society. Who will benefit from the activity? How many individuals will be directly impacted?

4. Description of the Activity and its Intended Impact. This section should:

- a. fully describe the activity and how it will be implemented,
- b. identify who will manage and implement the activity,
- c. identify potential implementation problems and how they will be addressed and overcome,
- d. specify the estimated start and completion date of the activity,
- e. Describe the expected impact of the activity.

APPENDIX K

5. Budget Format: All proposals should use the following sample budget format.

SAMPLE BUDGET FORMAT

| | YEAR 1 | | |
|--------------------------|---------------|----------------------|--------------|
| BUDGET LINE ITEMS | DONOR | GRANTEE MATCH | TOTAL |
| Supplies | | | |
| Conference | | | |
| Travel | | | |
| Printing | | | |
| Equipment | | | |
| TOTAL | | | |

NOTE: The budget should: (1) Be stated in local currency, and (2) Include notes explaining the costs associated with each of the budget line items, e.g. a list of individuals and the amount to be paid, basis for the travel costs, a list of equipment to be purchased and its estimated cost, and other relevant information to support the proposal's budget. Also, there should be a direct relationship between the activities described in the proposal and the budget.