



## Institution's letterhead

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Project Management is an essential part of the project and the Project Proposal is the key document that ensures all parts involved understand what the project goals are, main milestones, deadlines, and limitations including risk and how these will be addressed. The U.S. Mission in Brazil will rely on the information presented in the proposal to decide whether or not to fund the project.

When applying for Federal Assistance Funding, through the U.S. Mission in Brazil, the following standard proposal should be adopted:

- I -Cover Page
- II- Background and Justification
- III- Objectives
- IV- Project Monitoring and Evaluation
- V- Budget
- VI- Risk Assessment

All proposals must be submitted in English.

### I. Cover Page

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The cover page should have the following information:

- Project Title;
- Name of Project Manager;
- E-mail/Phone for contact;
- Project Summary- Description of project in 100 words or less

### II. Background and Justification

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This section should describe the institution in a couple of paragraphs including the relevant experience and capabilities of the Project Manager. This section should also include the following:

- The problem or critical issue which the proposal seeks to resolve;
- How the proposal relates to the U.S. Mission Brazil and advances the U.S.-Brazil bilateral relationship;
- Identify who will be the intended audience for this project;
- Whether there are other programs and activities which will complement the proposal;
- How the need for the project was determined;
- Timeline for the project.

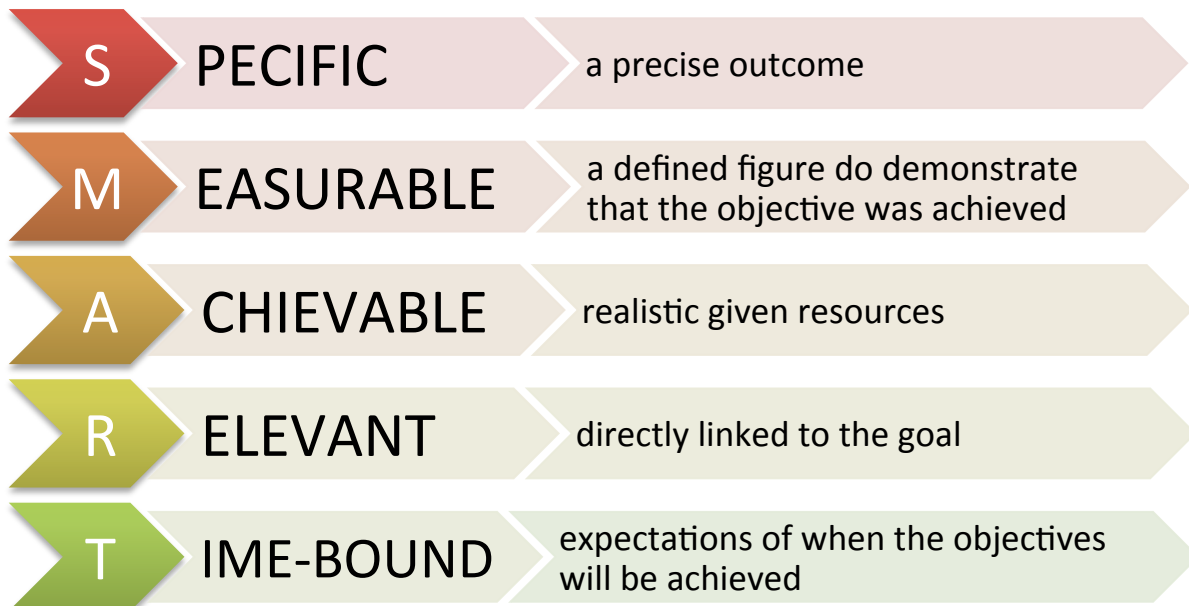
### III. Objectives

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This section should describe what the project is expected to achieve in terms of effects among intended audience. Specifically, the section discusses the changes that are expected to occur among intended audience if project operations are successful. Changes can include new and improved technical skills and knowledge, increased income-generating capacities, and greater public awareness at the community.

When describing your project objectives be sure that they are well defined and clear.

Your Objectives should be set the **SMART** way.



## IV. Project Monitoring and Evaluation

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This section should discuss proposed mechanisms and procedures for monitoring of project operations to ensure that activities occur as planned, that they remain directed towards stated objectives, and that appropriate corrective action is taken if required.

Specifically, the discussion must indicate who will be responsible for preparing periodic project progress and final technical reports and for the accounting of expenditures, to be submitted to the U.S. Mission in Brazil. This section should also identify the party who will be responsible for this task.

## V. Budget

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The budget for the U.S. Mission in Brazil should be prepared in U.S. dollars. A list describing costs authorized by the U.S. Government can be found at:

[Cost principles for federal awards](#)

This section should also briefly describe how the institution keeps track of awards funds. Description should include institution's standard account procedures and any relevant information regarding its financial situation.

## VI. Risk Assessment

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This section should identify any possible risk that would keep the grantee from concluding the project as described and it should also include a plan of actions in case these risks become a reality.