



Best Practices for Writing a Strong Proposal for the MEPI Local Grants Program

- Include a detailed description of activities – this includes number of activities, topics and themes, key audiences, etc. If the topics have several components, explain each component. For example, it is not enough to state that a project will include “training workshops on starting your own business”. Detail how many workshops, what each subject or sub-component of the workshops will be, how they will be conducted and who will do the training.
- Show a direct link between activities and intended results or to the key objectives. How does the proposed activity contribute to the results? For example, what will participants or beneficiaries gain from the project that meet the goals of your project?
- Show a direct link between the project and the intended goals of MEPI. How does the project meet one (or more) of MEPI’s key goals? Listing the goals is not enough; the proposal should clearly demonstrate a link between MEPI goals and project activities.
- Be clear, specific, and realistic in the application about what you hope to accomplish and how the organization will conduct the activities.
- Explain the need and describe how the project will address the need identified in the proposal. Why is this project important in Morocco?
- If there is a cost-share in the project, detail who is providing the cost share.
- If there are partners in the project, detail what their roles will be.
- Breakdown costs in the budget. For example, a single amount for “travel” for the entirety of the project is not enough information. Provide the number of trips, estimated cost per trip, number of individuals who will take the trip, etc.
- If there are salaries to be paid, clearly show if it covers 100%, 50% or 25% of the total salary (for the month, the year, etc).
- If there is a contractual fee – please provide additional information. For example, do not include a single line such as “\$3,000 –contractual” – explain what that contract will entail and who or what might fulfill that contract.

- Project participants: clear description of who will benefit from the proposed project, including numbers of participants and target population;
- Project impact: clear and realistic project goals, clear description of how progress will be assessed and how the project's activities and impact may continue beyond the life of the grant.

Costs MEPI will NOT cover:

- Organizational start-up costs
- Ongoing operating costs or capital improvements (note: MEPI will cover administrative costs related to the project)
- Projects of a commercial or profit-making nature
- One-of-a-kind events such as conferences, roundtables, etc. (unless part of a larger project).
- For a full list of unallowable costs please review the Annual Program Statement available here: <http://www.grants.gov/web/grants/view-opportunity.html?oppId=280100>