

Project Design

(Example of template that can be used in project design for HRE)

Project Title:

(e.g. Creating optional Human Rights curriculum in Bulgarian high schools)

Duration of the Project:

(e.g. 1 year, 6 months, etc.)

Project venue:

(e.g. area, city, country)

Amount requested:

(total figure; attach detailed **Budget**, including supporting narrative)

Responsible person/Contact person:

(on the behalf of the organization, name and the position)

Organizational details:

- Name of the organization
- Address
- Telephone/Fax
- E-mail
- Web site
- Information on the legal status

Background of the organization:

(short history, mission, vision, organizational structure, previously realized projects, significant achievements, etc.)

Project summary:

(e.g. 300 words short summary of project goals, objectives, expected results and impact. Summary should not center on problem exposition, but on action needed to affect change and the organization's capacity to implement the action)

Project Justification/Description of the problem:

(e.g. What are the needs, problems? What is the importance of the project? Why should it be funded? Who will be affected by this project? What difference does it make for your community/country?, etc.)

Project Description:

(e.g. What does the applicant propose to do? The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do and why.)

- Project Overall Goal
- List of Project Objectives (more specific)
- Long-term Objectives (if any)
- Expected Results/Outcomes and Outputs
- Target Groups
(Clearly define who will be affected by this project; e.g. high school students, teachers, principals, parents, journalists, etc.)
- Overview of project activities
(Describe the activities that will be conducted to achieve your objectives)

Workplan/Detailed description of the project activities

(e.g. provide a list of the activities with dates and duration, implementing entity, responsible personnel. Describe any report, published product or media coverage that will result from this project etc.)

(template sample)

<i>Period</i>	<i>Activity</i>	<i>Implementing organizations</i>	<i>Responsible</i>
October- November 2006	<ul style="list-style-type: none"> • Preparatory meetings with the Ministry of Education officials • Conducting poll in selected schools about the level of knowledge on HR • ... 	Applicant organization and Bulgarian Ministry of Education	X Y
December 2006- January 2007	<ul style="list-style-type: none"> • Pilot 4-days workshops on HRE in three selected schools in Sofia • ... • ... 	Applicant organization, High schools, Ministry	B C F

Evaluation

(How will you evaluate the results of the project? How will you know if your project was successful or met the needs of the target group and the community? Proposed activities should be practical and consistent with the objectives and expected results. Also, proposals should contain objectively verifiable indicators for the outcome of the action. Quantitative and qualitative evaluation.)

- ...
- ...

Other sources of funding

- Donors you have already approached
(status of the request: waiting/approved)
- Contribution of local or state authorities
- Sponsorships of private companies, sponsors or individual grantgiving
- In kind contribution of applicant organization
(e.g. Office rent costs, Computer equipment for project purposes, Salaries and part of the fees, Consulting services in the field of Human Rights, Gender Based Violence and Trafficking, Additional volunteer hours, etc.)

Project Sustainability:

(e.g. Describe the expected long-term effects of the project. If the project is intended to continue after the funding from the donor ends, the proposal must also contain a very thorough explanation how the organization will fund the activity in the future. Who would be potential partners? Are there ways that project become self-sustainable or to generate enough income?)

Project follow-up

(What follow-up is planned? e.g. Multiplying, expanding activities, monitoring meetings, making partnerships with other organizations with similar initiatives.)

City, Date

Signature of the Applicant

Enclosed documents to the project application:

- Detailed budget (Budget breakdown, e.g. Excel file)
- Legal information on the organization (if registered)
- Promotional material of the organization/presentation (leaflet, brochure, booklet, CD)

Preferably:

- Letters of recommendation (by some respectable grantmaker, partner NGO or scholar)
- Resumes of key personnel with qualifications
- Strategy paper for the following 3-5 year period