

CARSI Economic Support Funds Project Proposal Sample Template*

1. GENERAL INFORMATION		
1.1 Applicant Name		
a. Legal Name (as in Bank Account):		
b. Address:		
c. City/Town:	d. District:	e. State:
f. Zip/Pin Code:	g. Website:	
h. Other Info. (if any):		
i. DUNS number:	j. NCAGE/CAGE code:	
k. Active Registration in SAM.gov? <input type="checkbox"/> Yes / <input type="checkbox"/> Not yet (Please select one)		

1.2 Point of Contact	
a. Last Name:	b. First Name:
c. Tel:	d. E-mail:

1.3 NGO/Foundation Information
a. Legal Person:
b. Board of Directors Members List
c. Key Contact/ Project Director (s)

2. EXECUTIVE SUMMARY

3. BACKGROUND OF ORGANIZATION
3.1 Description

3.2 Key Project Personnel

3.3 Past Grants (U.S. Embassy, Department of State, Other)

3.4 Strengths and Capacity of Organization

4. PROJECT DESCRIPTION

4.1 Project Information

a. Project Title:

b. Duration (months):

c. Start Date:

d. End Date

e. Target Audience (description):

4.2 Problem Statement and Rationale

4.3 Project Goal and Objectives

4.4 Project Partners

4.5 Project Activities

4.6 Monitoring and Evaluation Plan

4.7 Sustainability

5. BUDGET AND BUDGET NARRATIVE

5.1 Budget Worksheet

○ Total Funding Applied for: \$ _____

○ Total Recipient Share (if any): \$ _____

○ Total Project Cost \$ _____

5.2 Budget Narrative

6. ATTACHMENTS

a. Program Monitoring Plan (PMP)

b. Roles and Responsibilities of Key Project Personnel

c. Timeline of Overall Proposal

**The proposal package should also include the Proposal Cover Sheet, a Table of Contents and the required SF-424 and SF-424A forms stipulated in the NOFO.*

***CARSI Economic Support Funds
Project Proposal Template Instructions***

Section 1. General Information

Provide general applicant information including point of contact for the proposal. Indicate whether applicant has a DUNS number, NCAGE/CAGE and Sam.gov registration.

Section 2. Executive Summary

Provide a statement of work or synopsis of the project, including a concise breakdown of the project's objectives, activities, and expected results. Briefly describe how the project is innovative, sustainable, and will have a demonstrated impact. Include the total amount of funding requested and project length.

Section 3. Background of Organization

Provide a full description of the organization and its expertise to organize and manage all aspects of this particular project. Describe key personnel that will be directing, managing and/or significantly involved in the implementation of the project and/or the management of the budget. Include names, titles and relevant previous experience that supports their role in the project. Include experience with previous or current federal awards and any other organizational strengths that will support the implementation or management of the proposed project.

Section 4. Project Description

Provide detailed information about the proposed project and all of its components.

- *Problem Statement and Rationale* – Describe the problem and how the project will achieve or contribute to achieving a sustainable solution and a measurable outcome. Explain the extent of existing assistance within the particular geographic area, and how the proposed project may complement (or differ from) other similar interventions. Also, explain the particular experience and qualifications the applicant brings to the project.
- *Project Goal and Objectives* – Define what the overall goal of the project will be. Define objectives that will lead to the accomplishment of that goal. Objectives must be specific, measurable, attainable, results-focused, and placed in a reasonable time frame.
- *Project Partners* - Describe project partners and their expertise. Indicate any previous experience collaborating with partners. (Letters of support from partners can be included as attachments to the proposal.)
- *Project Activities* - Outline a plan of action that describes the scope and detail of how the proposed objectives will be accomplished. Describe the planned activities, including beginning and end dates and location of events. Describe key stakeholders for implementation and their expected role in the project, along with any contingencies. List assumptions that are dependent on the ultimate success of the project. As appropriate,

limited contingency possibilities should be included in the proposal, in case the initial planning assumptions are not met.

- *Monitoring and Evaluation Plan* - Define key performance indicators to measure realistic progress towards objectives and describe how progress will be monitored throughout the life of the project. Please refer to **Tab A. Project Proposal Guidelines** and **Tab B. Program Monitoring Plan** of the NOFO for a detailed explanation of all elements that should be included in this section.

- *Sustainability* - Note how you expect the impact of the project will be sustained over time, and by whom.

Section 5. Budget and Budget Narrative

Please refer to **NOFO Section IV. Application and Submissions Instructions, NOFO Tab C. Budget Guidelines** and the **Budget Guidelines and Worksheet Attachment** for all details concerning this section.

Section 6. Attachments

- a. Program Monitoring Plan: Please refer to **NOFO Section I Funding Opportunity Description, TAB A. Proposal Guidelines** and **TAB B. Program Monitoring Plan** for all details concerning this section.
- b. Roles and Responsibilities of Key Personnel: Provide short bios highlighting relevant experience. Given page number limits, CV's are not recommended for submission.
- c. Timeline of Overall Proposal: Describe timeline for all project components, including activities, evaluation and close-out.