



Asia CMS

PRESENTS A WEBINAR SERIES ON
GRANT APPLICATION

In Collaboration with
LEADS SRI LANKA



leads

Where Children Come First...

Tri-part series

- **Webinar 1 : Preparation of Scope Documents (June 9th)**
- **Webinar 2 : Concept Papers and Project Proposals (July 7th)**
- **Webinar 3 : Grant application for Environmental Project (tbc)**
- **Home work assignment (optional) : prepare a 1 page Scope Document or a 2 page Concept Paper using the outline provided in the presentations**

WELCOME!

LEADS : *Lanka Evangelical Alliance & Development Services*

Child Focused Development and Relief organization

Established in 1978 in Sri Lanka

Works in 11 districts

Engaged in supporting initiatives related to current crisis in Sri Lanka

(we need your prayers!)



Webinar Series

Why webinar series?

Practical application

Build on learning

Pre and post questionnaire to assess progress and future requirements

PAUSE!

PLEASE CLICK ON THE LINK IN THE CHAT

Take 10 minutes to complete a simple
survey

IT'S FUN! 😊

<https://survey.sogosurvey.com/k/SsRTXSVUsQsPsPsPsTUQWTVXPW>

SURVEY

Hello,

LEADS would like your feedback! Please take a few minutes to provide your opinions via the survey link below.

<https://survey.sogosurvey.com/k/SsRTXSVUsQsPsPsPsTUQWTVXPW>

We thank you for your time and participation.



***STRONGLY SUGGEST FOR EVERYONE TO COMPLETE
SURVEY***

THANK YOU FOR COMPLETING THE SURVEY 😊

WEBINAR 1

INTRO TO PROPOSAL WRITING

A SCOPE OF WORK (SOW)
DOCUMENT

A CONCEPT PAPER



Definitions for our Webinar Series

Scope of Work (SOW) Document = Agreement on the work you are going to perform to complete a Project.

When a third party comes to you and asks for your assistance in completing a project

There always at least 2 parties involved; it is signed

Summary

Concept paper = idea comes from a summary of a research paper

Mini proposal

Many donors now ask for concept papers before requesting for a full proposal

A concept paper is sent first, which the donor reviews and requests you to write a proposal

Project Proposal = detailed written document outlining everything stakeholders should know about a project, including timeline, budget, objectives and goals

Types of proposals

Six Types of Proposals

Solicited



Sent in response to an RFP

Unsolicited



A cold proposal sent to a lead

Informal



Sent in response to an informal request

Renewal



Sent to renew an existing contract

Continuation



Sent to inform of a project's continuation

Supplemental



Sent to request additional resources

Types of proposals

Types of Proposals

Internal Proposals

Management Support

New Equipment

Research Projects

External Proposals

Investment Proposals

Grant Proposals

Sales Proposals

Biblical Foundation :

Why write a Scope Document / Proposal?

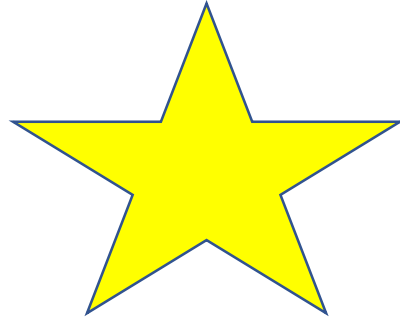


"For which of you, desiring to build a tower, does not first sit down and count the cost, whether he has enough to complete it?" (*Luke 14 : 28*)



Biblical Foundation : Why write a proposal?

The Inspiration **MUST** come from the Holy Spirit!



HOLY SPIRIT  The Driver!

TYPES

"The Inspiration and reason for writing a Grant Acquisition Proposal must come from THE HOLY SPIRIT!"

Relief Project?

Development Project?

Missions Project ?

Research and Development (R & D)

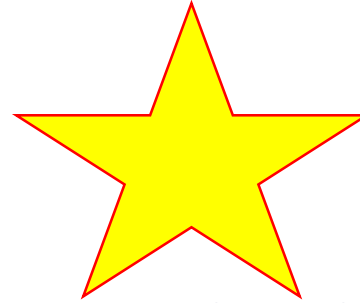
Project ? *R & D can be in the area of Missions as well!* 😊



"For which of you, desiring to build a tower, does not first sit down and count the cost, whether he has enough to complete it?" (Luke 14 : 28)

What do you need to do prior to writing a concept paper or proposal ???

1. Conduct a Donor Review

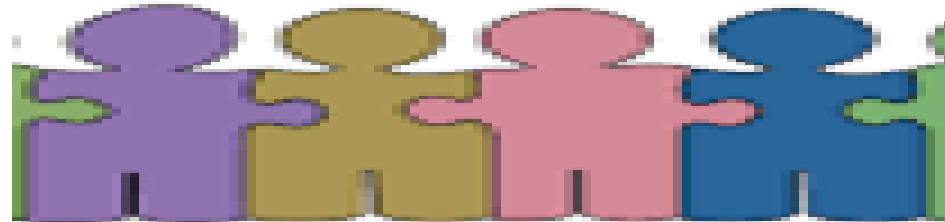


Who are the main donors? What areas are they looking to fund?
What types of funds are available (long/short term)? **KNOW YOUR DONOR!**

Is there someone out there who can 'run' with me in this exciting journey of change? Who can provide funding and support?

What do you need to do prior to writing a concept paper or proposal ???

2. Create a small group of like minded individuals and PRAY together!



3. WRITE!



Three types of Grant Acquisition for Webinar Series

- 1. Scope Documents *One Page* →
- 2. Concept Papers → →
- 3. Project Proposals → → →





A blue ballpoint pen with a silver tip is positioned diagonally across the top left of the image. The background is a document with a light blue grid and several thick, dark blue bars, resembling a bar chart or a project plan. The overall color scheme is light blue and white.

WHAT IS A SCOPE OF WORK (SOW) DOCUMENT?

An Agreement on the work that you are going to perform to complete the project

- *Project overview /background**
- *Deliverables**
- *Timeline**
- *Milestones**
- *Reporting and Project Management**
- *Budget**
- *Conclusion**

Characteristics of a SOW

*Be Short (1 pg) - *not descriptive!*

*Be Specific (bullet points ; clear and measurable)

*More 'mathematics' than 'words/content'

✓ *Sign off by all stakeholders is critical in a SOW*

Pick one of the 4 sentences that is incorrect regarding a Scope of Work document

- Tells stakeholders what the project will deliver
- Gives the timeframe
- Sign off by all stakeholders is not critical
- Includes deliverables, results, milestones, reports,

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Case Study 1 : To Build or not to build?

The Church of the Good Shepherd has a congregation of around 1000 people (325 families). The Church is located in the city and is a vibrant community of Believers of all ages who are excited about sharing the Gospel of Jesus Christ and serving the Church and the community. Recently there has been a concern that the current 2-floor Church building does not have sufficient space to allow for expansion of the many ministries that people are involved in. Many outreach ministries meet in homes where people organize pot-luck meals and there is a homely atmosphere during prayers and planning.

There is a faction in the Church who feel that a new building is needed right now.

There is another group who feels that funds should be put into missions and outreach and not into buildings and are quite happy with the current home-church ministry

This issue has the potential of creating a 'split' in the Church and the leadership has approached you for help.

Your Task = To come up with a Scope of Work (SOW) to build consensus in the Church as to whether to go ahead with the building project or not.



Prior to writing the one page Scope of Work Document we need to plan out our actions prayerfully and carefully!

"For which of you, desiring to build a tower, does not first sit down and count the cost, whether he has enough to complete it?" (Luke 14 : 28)

Summary of Actions – Scope of Work (SOW)

- *This is already an active church with a strong house group culture
- *You could design a series of workshops with members/families through house groups to understand their views
- *Undertake a simple survey (10 questions) on
 - Their views on cost effectiveness
 - Pluses and minuses of the proposal
 - Their ideas on drawbacks / fears
- *If the greater consensus seems to be to go ahead and build (or not), work with others to understand their concerns and to bring these concerns to the forefront to be addressed at a Church meeting.
- *Write up a final summary of findings of the survey and your recommendations
- *Other ideas??

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Overview and background

History - What has happened up to this point?

Describe the issue or the problem

Who are the key stakeholders?

Other partners/Churches? How have they handled similar situations?

Why is this project important to members?

What is the cost benefit

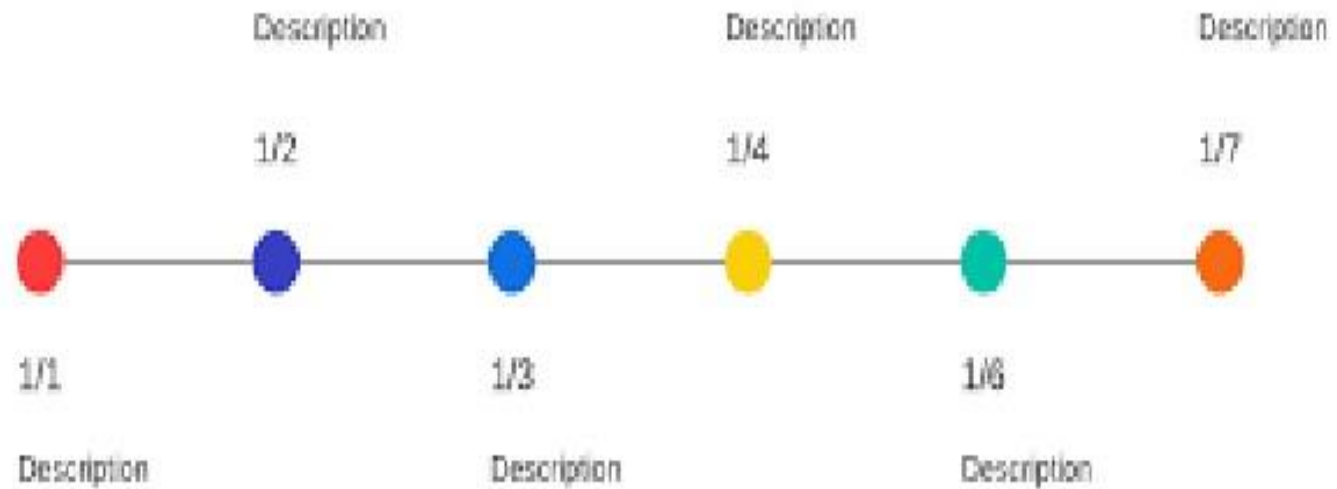
How do you plan to address this issue?

Deliverables, Timeline, Milestones

Deliverables = What are the main 'products' or 'outputs' (tangible) which will be completed

By when?

By whom?



Deliverables, Timeline, Milestones

Good Shepherd Church

Deliverables =

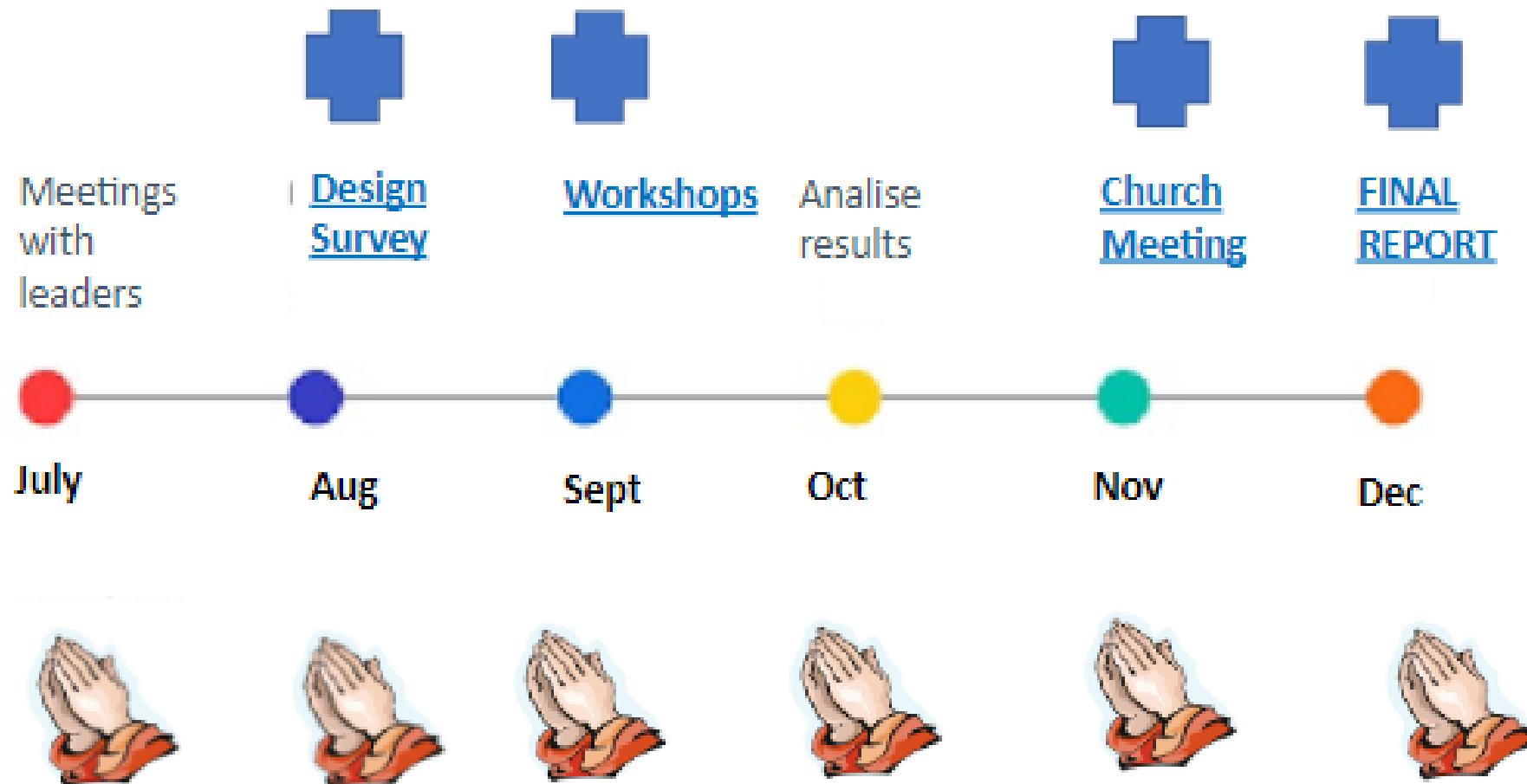
1. Meetings with Church Leadership to work out deliverables, target dates and key outcomes (July)
- 2. Design the Survey and do a pre-test (August)**
- 3. Series of workshops through house groups and conduct survey (September)**
4. Analyze the survey results and present the results to the Church leadership (October)
- 5. Church meeting to address the issues (November)**
- 6. Write up a summary of the actions and present to the Church (December)**

By when? July – December 2022

Key stakeholders ? Yourself/coworkers, Church Leaders, house group leaders

Milestones = important achievements

✓ **completion of a major phase of work.**



Reporting / Project Management

- **Reports = a formal record of the progress of your project, but they're also a means of communication beyond whether the project's on schedule or not**
- Status reports, progress reports, variance reports
- Who would you be reporting to?
- How often would there be reviews?
- An adjustment of plan needed?
- Frequency of reporting



Reporting – Good Shepherd Church project

Monthly reports to church leaders
(July/Aug/Sept/Oct/Nov/Dec)

Mid term report in October highlighting key milestone achievements / outlining challenges and requests for (assistance as needed)

The mid term report can also give an outline of changes to the project or a request for additional time

Final report

Budget :GS Project

What will it cost?

stationary, workshops, house group meetings,
travel

consultation costs / stipend

Is it cost effective?

Activity	Description	Items to be procured	Budget Note	Unit Measure	Units	Unit Price	Times	Budget - LKR	Budget - USD
Needs assessment	Household survey will be conducted	Wages for data collectors		Persons	5	2,500.00	3	37,500.00	113.64
		Wages for data entry		Persons	2	2,500.00	3	15,000.00	45.45
	Objectives: To understand waste composition in the locality To understand existing attitudes towards waste Sample: 150 households of the Mattakkuliya	Wages for data analyzers		Persons	2	3,000.00	5	30,000.00	90.91
		Preparation of survey and translation		Lumpsum	1	10,000.00	2	20,000.00	60.61
		Stationery		Lumpsum	1	25,000.00	1	25,000.00	75.76
		Printing		Lumpsum	1	10,000.00	1	10,000.00	30.30
		Traveling		Persons	5	750.00	3	11,250.00	34.09
		Refreshments and meals		Persons	10	1,500.00	3	45,000.00	136.36
		Laptops		Laptops	2	200,000.00	1	400,000.00	1,212.12
		Recorders		Recorders	5	3,000.00	1	15,000.00	45.45
							571,250.00	1,731.06	
Key informant interviews	Interviews and discussions will be conducted with experts and resource persons	Refreshments and meals		Persons	12	2,000.00	2	48,000.00	145.45
		Travelling		Participant travel	12	2,500.00	2	60,000.00	181.82
		Hall Charges		Meetings	1	25,000.00	2	50,000.00	151.52
							158,000.00	478.79	

Conclusion

Usually a few sentences / short [One Paragraph]

Summarize

The requirement

What will be delivered by when?

Any risks to the project?

- ***Signoff by key stakeholders***

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WHAT IS A CONCEPT PAPER?

A concept paper is a brief outline of the project. A simple version of it will include

1. **Background**
2. **proposed objectives and results**
3. **budget overview.**

Ideally, it should not be more than 2 pages long.

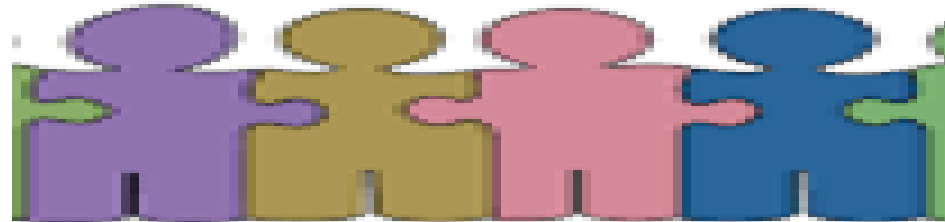
It is from the concept note that a full proposal for funding is developed

If you wish to supply extra information, you can always annex documents such as your organization profile etc.

Most donors will ask you to submit a concept paper first!

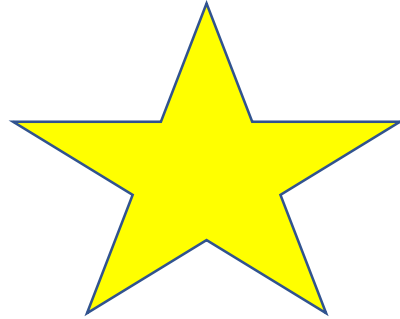
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