



**In Collaboration with
LEADS SRI LANKA**



PRAY FOR SRI LANKA



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*

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

Biblical Foundation :

Why write a Scope Document / Proposal?

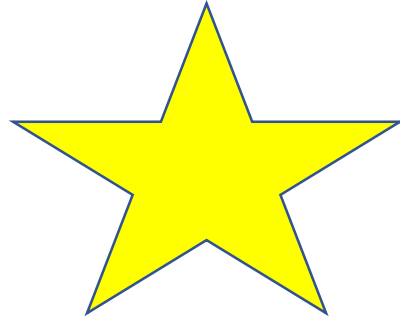



"For which of you, desiring to build a tower, does not first sit down and count the cost, whether he has enough to complete it?" (*Luke 14 : 28*)



Biblical Foundation : Why write a proposal?

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



- HOLY SPIRIT  The Driver!

Three types of Grant Acquisition for Webinar Series

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



- **SUMMARY OF SURVEY RESULTS**

Omni Report ?

Text Analysis ? ↑

Frequency ▾

Raw Data ▾

Segmentation ? ↑

Special Reports ▾

Legacy Reports ▾

Saved Reports

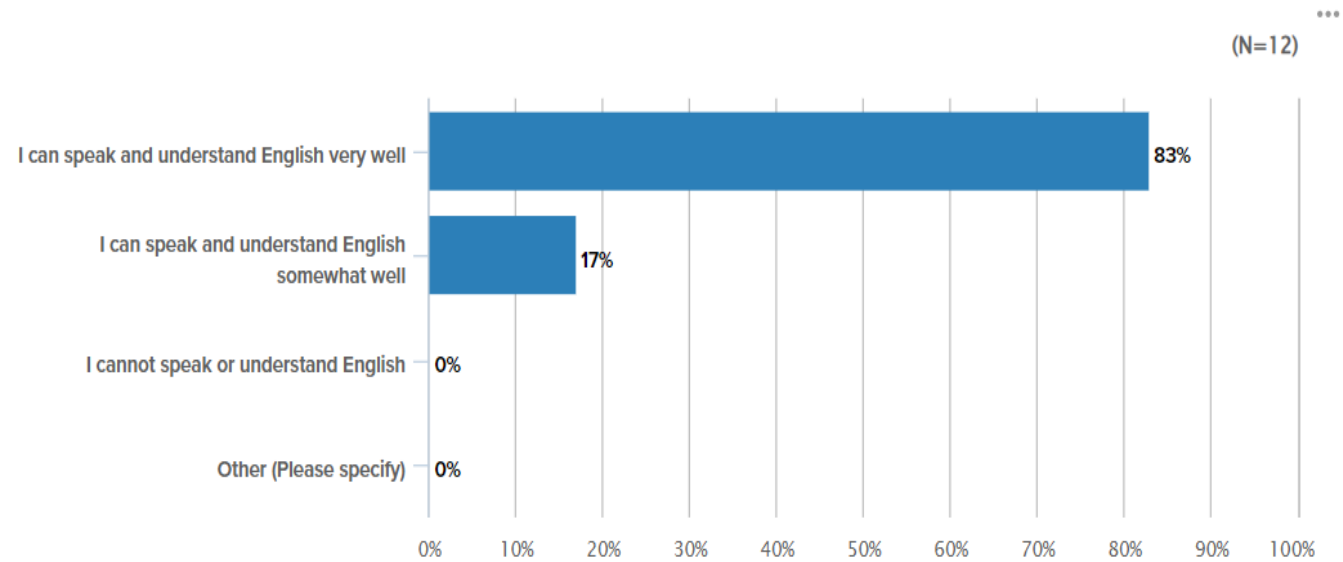
Emailed Reports ↑

Filter Manager ? ↑

Filter



2. How well do you speak and understand English?



Why did you sign up to attend this workshop?

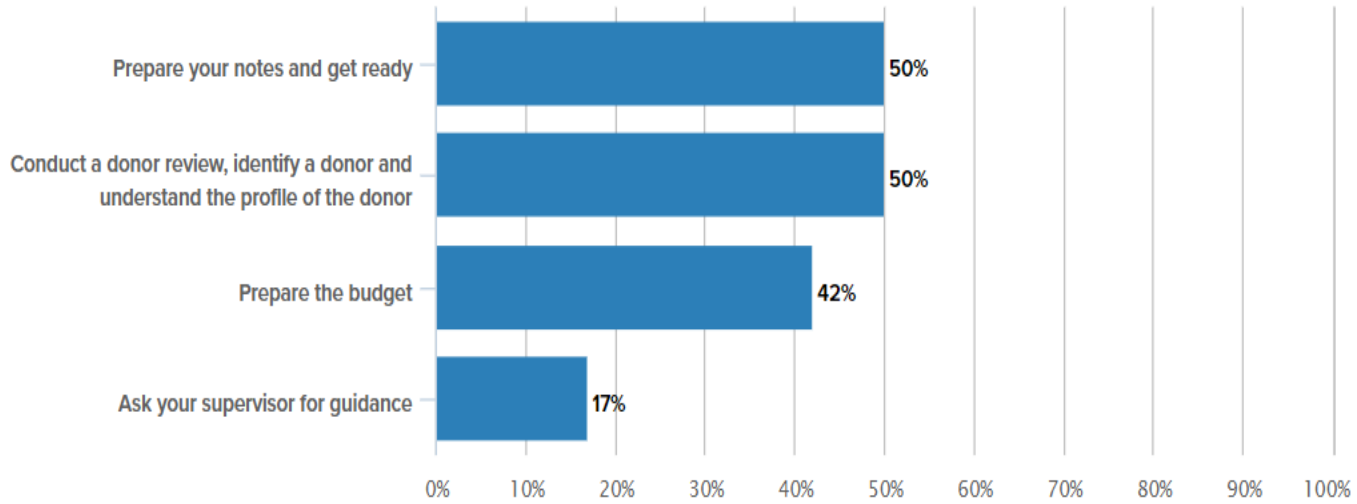
- ✓ How to write grant proposals and apply for funding (8)
- ✓ Help with my work
- ✓ Build partnerships
- ✓ Learn how to prepare a budget to mobilize funds
- ✓ Learn something new

Results at the end of the workshop

- Develop a proposal for my own organization (6)
- Gain knowledge (3)
- Get new ideas
- Get tools
- Practice the learning and implement

✓ 5. What do you need to do prior to writing a concept paper or proposal

(N=12)



Because multiple answers per participant are possible, the total percentage may exceed 100%.

Omni Report ?

Text Analysis ? ↑

Frequency ▾

Raw Data ▾

Segmentation ? ↑

Special Reports ▾

Legacy Reports ▾

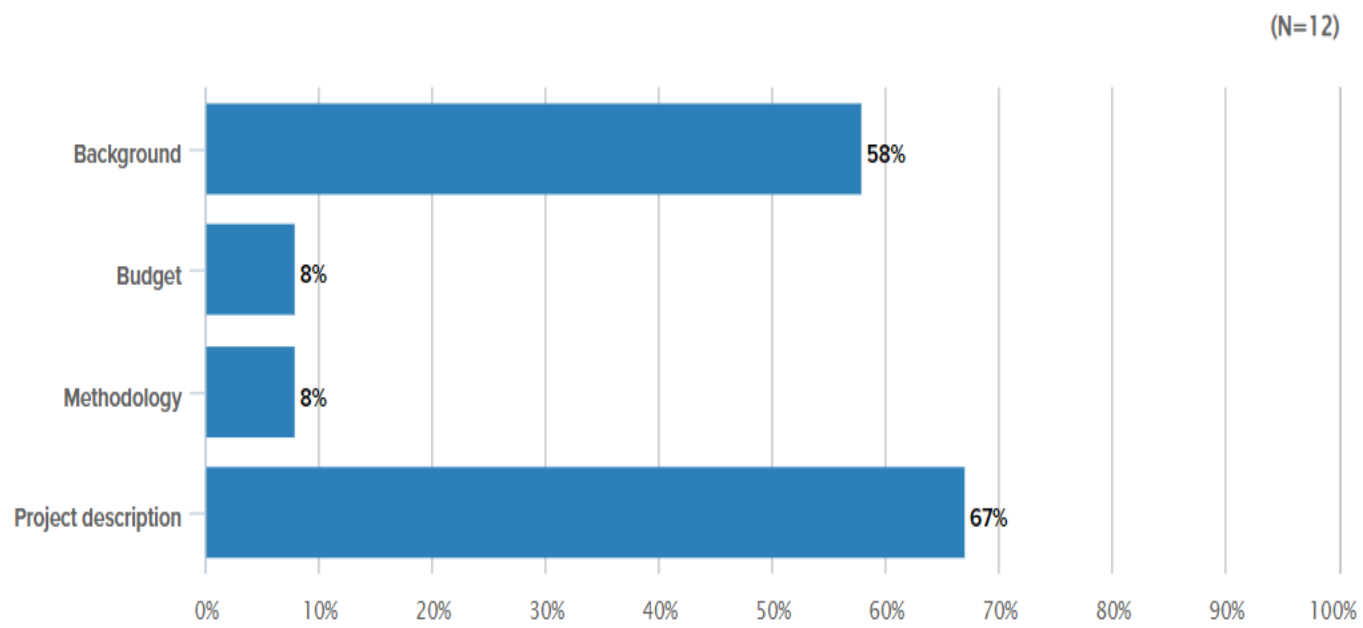
Saved Reports

Emailed Reports ↑

Filter Manager ? ↑

Filter

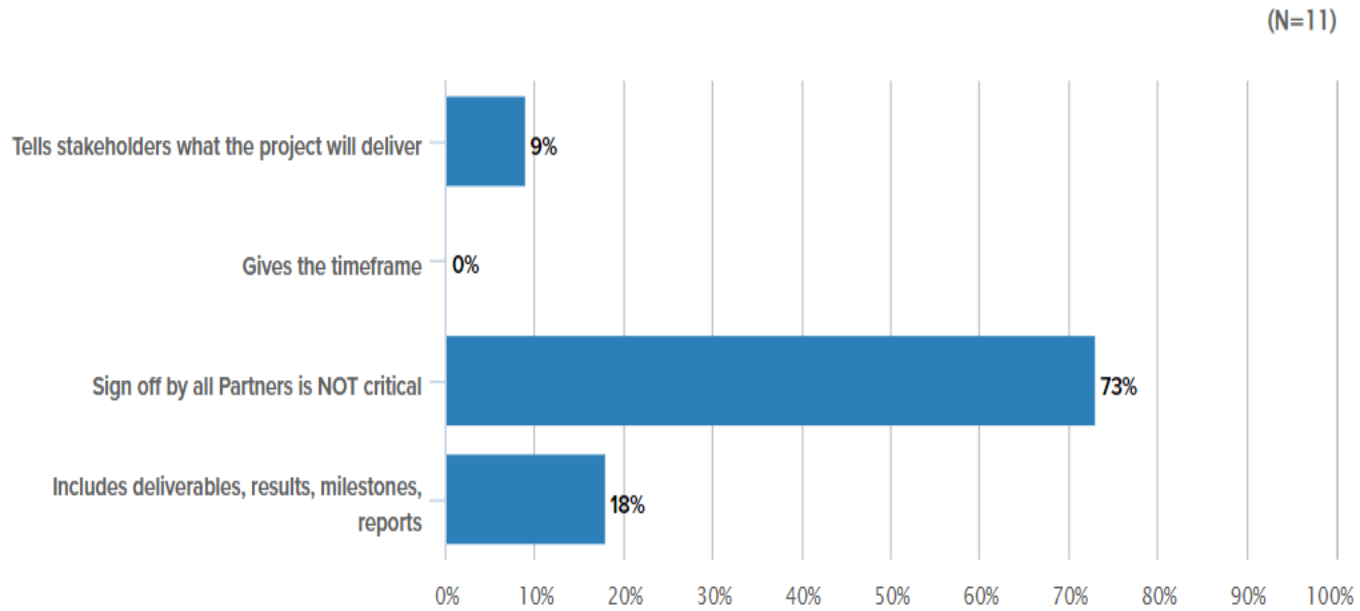
✓ 6. The first section in your Concept Paper is generally the



Because multiple answers per participant are possible, the total percentage may exceed 100%.

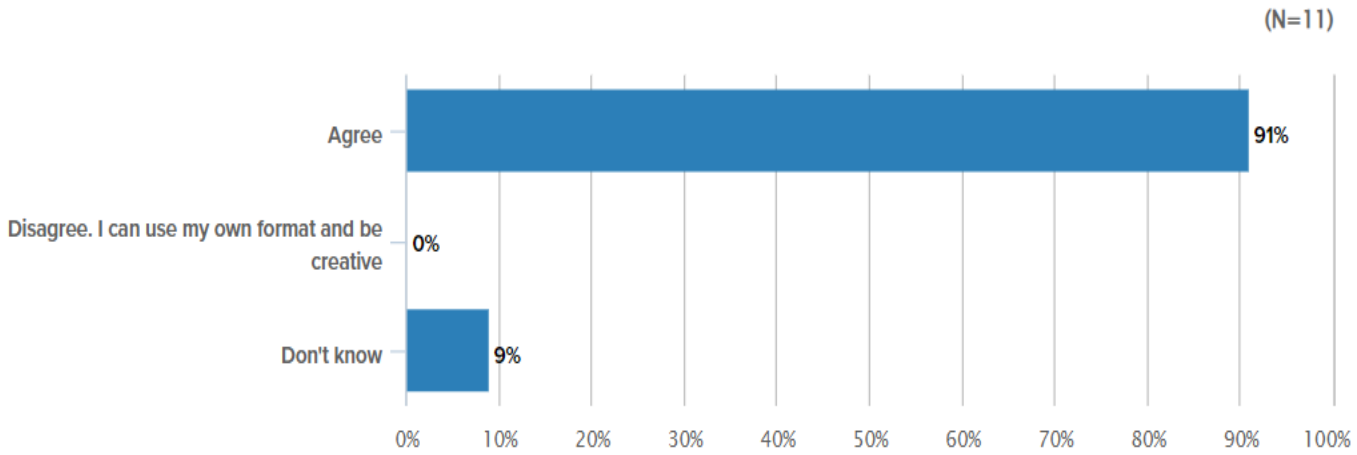
Help

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



Because multiple answers per participant are possible, the total percentage may exceed 100%.

- 8. In the case of writing a Project Proposal, keeping to the donor's format for submitting information is critical in being considered for funding



Because multiple answers per participant are possible, the total percentage may exceed 100%.

- 9. Should Christian's be involved in Climate change?

(N=12)

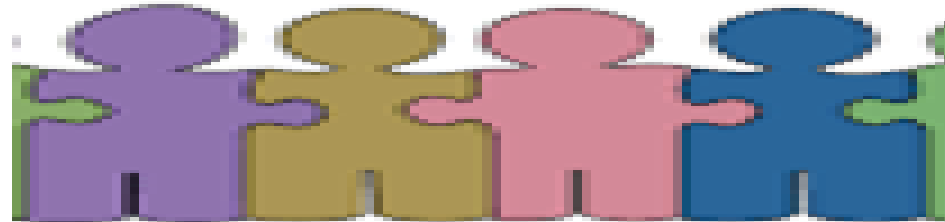


How do we understand Luke 14:08

- ❖ Planning and discernment is very important.
- ❖ It is important to prepare a solid structure, plans and budget for all projects that need funding
- ❖ The importance of planning and creating a process that will deliver desired results.
- ❖ We need to start with the resources and capacity what we have or can get.
- ❖ Fulfilling the needs and visions is not a work of a single effort.
- ❖ We need to see & understand the bigger picture of our project when we are seeking project partners.
- ❖ We need to prepare first and evaluate our time, cost and energy before doing any project.
- ❖ For fund raising, important to know the background, purpose of the grant and amount as well as recipient
- ❖ Yes Agree, we need to plan before we do something

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

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



WHAT IS A CONCEPT PAPER?

- A concept paper is a brief outline of the project. Funders who request concept papers often provide a template or format. If templates or formats are not provided, a simple version of it can include **FIVE ELEMENTS**
- 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!

Purpose of a Concept paper

- ❑ interest potential funders
- ❑ develop potential solutions or investigations into project ideas
- ❑ determine whether a project idea is fundable
- ❑ serve as the foundation for a full proposal.

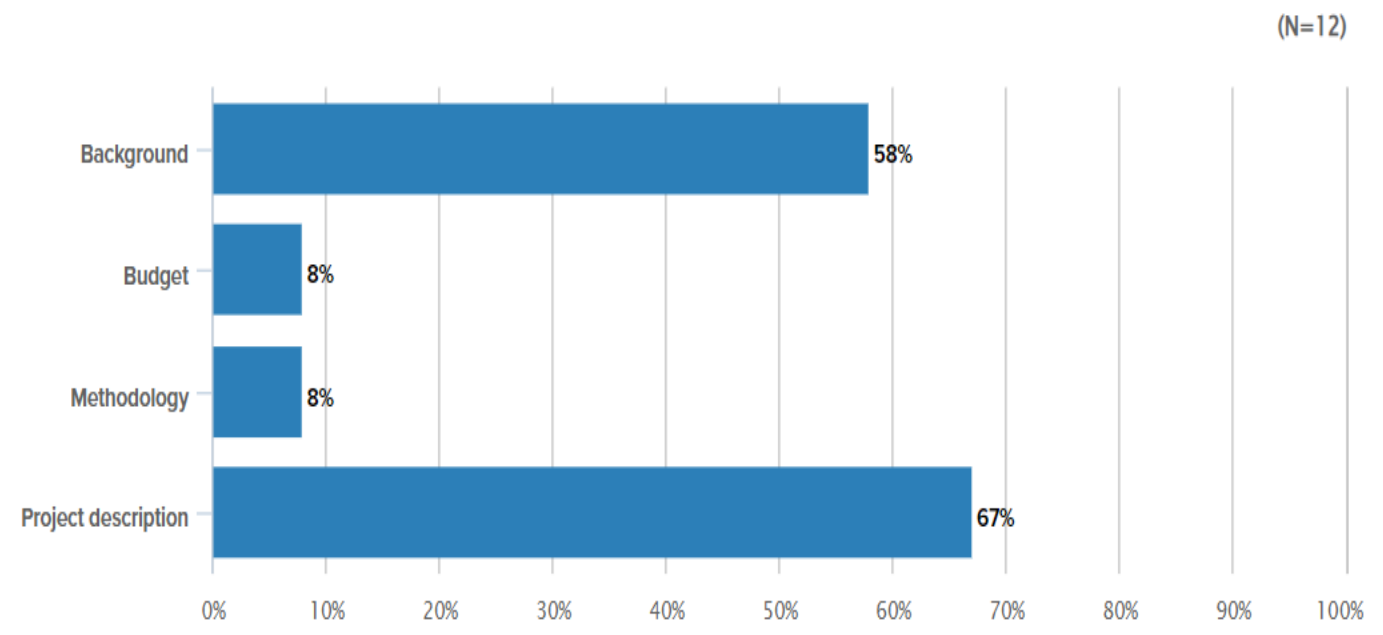


The FIVE ELEMENTS of a Concept Paper

1. Background
2. Justification
3. Project Description
4. Budget
5. Contact information

• *Hanover Research October 2017*

✓ 6. The first section in your Concept Paper is generally the



Because multiple answers per participant are possible, the total percentage may exceed 100%.

1. Overview / background

- History - What has happened up to this point?
- Describe the issue or the problem
- Who are the key stakeholders?
- Other partners involved? How have they handled similar situations?
- Why is this project important?
- What is the cost benefit
- How do you plan to address this issue?

In addition.....

- ❖ The first section, the Background section in a Concept Paper should identify how and where the applicant's mission and the funder's mission intersect or align.
- ❖ It addresses the reasons why the funder should support projects in the given general area.
- ❖ It also introduces the applicant's partners and shows why the partners want to participate in the project

2. Justification

- Second is the Justification (Purpose or Need or Rationale) which outlines what others have written about the general topic and focuses on the problem to be solved, or the need to be addressed by the applicant's proposed project.
- This section allows the applicant to state the purpose or need in such a way that the applicant's project is the best possible solution to the problem.
- Also, it often provides statements addressing the significance of the project (showing why the project should be supported).

Example: Justification

- Currently Sri Lanka is undergoing an economic crisis situation that has caused undue hardship to the lives of citizens, especially children, disabled and the elderly who are the most vulnerable. UNICEF has stated that Sri Lanka has the 7th highest malnutrition rates in the world.
- The purpose of this project is to provide nutritional supplements to 1000 children under the age of 5 years from poor homes who could be seriously affected by the current crisis.

3. Project Description

- ❑ The **most important section** of the Concept Paper
- ❑ functions as the solution to the problem, the answer to the need
- ❑ addresses the unique, unusual, distinctive, innovative, and/or novel aspects of the approach to be used
- ❑ shows why the applicant's team has the best solution and presenting a compelling case for funding.

3. Project Description

This section must be SMART!



Project Description (cont...)

Includes the project's GOALS, OBJECTIVES and ACTIVITIES

Your **GOALS** are the steps to achieve a desired outcome.

OBJECTIVES further break down your goals into measurable, tangible mid to short term actions.

ACTIVITIES further break down your objectives into a precise plan of operation for your project/organization.

PURPOSE

```
graph TD; A[PURPOSE] --> B[GOALS]; B --> C[OBJECTIVES]
```

GOALS

OBJECTIVES

Project Description (cont...)

For example

- **Goal** : Improve stewardship of resources in a particular start up Ministry.
- **Objective** : set up an accounting system
- **Activities** : hire accounting staff, set up books, training etc

- **Goal** : Reduce malnutrition among under 5s in Jumla community
- **Objective** : Set up a nutrition intervention center, including provision of nutritional supplements, regular weighing of children
- **Activities** : hire staff, purchase equipment, print posters

Project Description (cont...)

- Goal ?:
- Objective ?:
- Activities ? :

4. BUDGET

Budget Example

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	

5. Contact information

- The contact persons name
- Title / designation
- Organization name
- Email address
- Contact number
- Web link to the organization (if available)

RECAP

The FIVE ELEMENTS of a Concept Paper

1. Background
2. Justification
3. Project Description
4. Budget
5. Contact information

Things to keep in mind.....

- Each donor is different!
- The format for each Concept Paper / Proposal can be different !
- Timelines for submission can be different

GENERIC PROPOSAL FORMAT

1. Cover letter
2. Executive Summary
3. Proposal Narrative
 - Project title
 - Project period
 - Project justification
 - Project goals
 - Project objectives (SMART)
 - Specific
 - Measurable o Achievable o Relevant
 - Timebound
 - Description of project activities
 - Description of project results
 - Project implementation plan
 - Previous experience of similar project
 - Resource mobilization
 - Project sustainability
 - Project personnel
 - Cooperation partners
4. Project Budget
5. Project Accountability and Structure
6. Monitoring and Evaluation
7. Project Staff Capacity Development Plan

Cover Letter

Company
Logo Here

PROPOSAL COVERLETTER

(Your name)
(Your Address and Phone #)

Dear MR/Miss: _____

Date:

Enclosed herein is the proposal you requested, titled: *Funding youth enterprise for growth.*

I also wish to take this opportunity to thank you, together with other members of your team for the immeasurable efforts you offered in helping me draft this business proposal for our community youth project. I was able to come up with this proposal for business funding out of your kind help and guidance since my skills in the field are inadequate. Please be at liberty to review the proposal and highlight any necessary adjustments. I will arrange for a meeting next week at your convenience to discuss it further. You can always get in touch with me if there is need for clarification or additional information. I hope we build a stronger relationship in the future.

Sincerely

Wesley Snipers

Youth Coordinator

Executive Summary

- Basic (one paragraph) summary of the project
- Write the Executive Summary **AFTER** completing the proposal
- Should be very short!

Proposal Narrative

Includes sections already covered such as

- Justification
- Project Description (Goals / Objectives / Activities)

Justification

- Second is the Justification, (Purpose or Need or Rationale), which outlines what others have written about the general topic and focuses on the problem to be solved, or the need to be addressed by the applicant's proposed project.
- This section allows the applicant to state the purpose or need in such a way that the applicant's project is the best possible solution to the problem.
- Also, it often provides statements addressing the significance of the project (showing why the project should be supported).

Project Description

Includes the project's GOALS, OBJECTIVES and ACTIVITIES

Your **GOALS** are the steps to achieve a desired outcome.

OBJECTIVES further break down your goals into measurable, tangible mid to short term actions.

ACTIVITIES further break down your objectives into a precise plan of operation for your project/organization.

Other areas that can be included in a project proposal

- Project Results
- Project Implementation Plan
- Previous experience handling similar projects
- Resource Mobilization
- Project Sustainability
- Project Personnel
- Partners
- Project Accountability
- Monitoring and Evaluation
- Staff Capacity Plan

Home work assignment

- Using the formats provided prepare either a one page Scope of Work (SOW) document or a two page Concept Paper for a integrated mission project or any other project you are working on. Please use Microsoft Word 12 font to prepare the document and send to the following email address by **Thursday August 4th** (prior to the final webinar)
- Feedback will be provided during the webinar on **Thursday August 11th**

Next Webinar : *Integrated Missions*

- Proposal format – areas not covered
- Feedback on the home work assignment
- Integrated Missions and fund raising
- If there is time - Online Survey formats