# pROJECT APPLICATIONS HELPSHEET 2022

This checklist will help guide you in preparing and checking your project proposal. As you write your project proposal, go back to this checklist from time to time to make sure you are on track.

### Proposal summary

|  |  |  |  |
| --- | --- | --- | --- |
|  **Clearly and concisely summarises your project and reasons why it should be successful.** | **Yes** | **No** | **Not applicable** |
| Background of your organisation. |  |  |  |
| Your general objectives especially if these are connected to Moving for Change’s objectives. |  |  |  |
| Brief summary of past projects and achievements [if applicable]. |  |  |  |
| Project overview. |  |  |  |
| Reasons for the project request and target amount. |  |  |  |
| Specific objectives. |  |  |  |
| Details of the project activities to help achieve the objectives. |  |  |  |
| Other factors that will show the project is worthy of being successful. |  |  |  |
| Is your proposal summary brief, clear and interesting enough to catch attention? |  |  |  |

### Introduction of your organisation

|  |  |  |  |
| --- | --- | --- | --- |
| **Describe your organisation and its qualifications for success.** | **Yes** | **No** | **Not applicable** |
| Description of your organisation’s mission, achievements and programmes. |  |  |  |
| Description of members and/or participants. |  |  |  |
| Background of the team/staff (outline skills, knowledge, experience). |  |  |  |
| Brief description of the geographic area that will benefit your project (e.g. UK wide, Scotland, England). |  |  |  |
| Is your introduction brief and interesting? |  |  |  |

### Assessment of need(s)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Not applicable** |
| Purposes and goals of the organisation. |  |  |  |
| Include statistical facts and figures. |  |  |  |
| Possibly with support and endorsement by credible agencies (if you have articles, comments, testimonies and so on, include a summary). |  |  |  |
| What benefits are there for members or participants? |  |  |  |
| Are your assessments realistic and provable – can you reference additional and external evidence of need - e.g. other organisations reports or plans, articles and so on? |  |  |  |

### Outputs and outcomes

|  |  |  |  |
| --- | --- | --- | --- |
| **Outputs are the actions or activities you will take to address need. Outcomes are the change that will happen as a result of your actions.** | **Yes** | **No** | **Not applicable** |
| Are your outputs specific and measurable? |  |  |  |
| Are your outputs directly related to the need and the target beneficiaries? |  |  |  |
| Have you included a timeline and list of key/major milestones (e.g. a work plan)? |  |  |  |
| Do your outcomes clearly demonstrate your proposed change/ improvement? |  |  |  |

### Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| **How your outputs and outcomes will be monitored and evaluated.** | **Yes** | **No** | **Not applicable** |
| Describe your monitoring and evaluation procedures and processes. |  |  |  |
| Who will be involved in the monitoring and evaluation processes? |  |  |  |
| Description of how data will be gathered and analysed – e.g. face-to-face interviews, questionnaires, video, voice recordings, still images. |  |  |  |
| Details on how monitoring and evaluation will be used for project change or improvement. |  |  |  |

### Other/future funding

|  |  |  |  |
| --- | --- | --- | --- |
| **Present additional/future funding from other sources to implement the grant.** | **Yes** | **No** | **Not applicable** |
| List of other sources of funds and the amount of funds from each source. |  |  |  |
| Where will you get future funding to support the project if it is continued? |  |  |  |
| Details on how other funds will be obtained, if necessary, to implement the plan. |  |  |  |

### Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Clearly details costs of the project to be met by Moving for Change.** | **Yes** | **No** | **Not applicable** |
| Is your budget realistic and reflective of the work plan? |  |  |  |
| Is it specific and detailed? |  |  |  |
| Is it sufficient to cover the cost of the project as described in the narrative? |  |  |  |

### Any other documents

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Not applicable** |
| Have you attached additional documentation (e.g. accounts, financial predictions, policies)?  |  |  |  |