Women's Political Empowerment Grant Proposal Template

1. Executive Summary

This section should be a brief one-page summary containing information that the applicant believes best represents its proposed program and includes: the name and contact information for the project's main point of contact; the project's purpose and expected results; and a one paragraph program description.

2. Organizational Capacity and Past Performance

This section of the application provides information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant.

- Provide a description of the applicant organization – including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken.

- Include a description of all key partners for this project and proposed working relationship with them. Applicants should clearly distinguish between partners with whom they intend to enter into a sub-granting relationship and those with whom they intend to collaborate, but not transfer program funds.

- Discuss the applicant organization's and key partners' past experience in designing, implementing, monitoring, and/or evaluating programs similar to that requested.

3. Program Strategy

- Propose a clear and realistic implementation plan to significantly address the Program Goal. Program strategy should demonstrate significant understanding of Non-communicable diseases in Samoa and explain why the project is appropriate for the circumstances found in-country.

- It should also outline the relevant and appropriate Main Activities to accomplish the goals and expected results.

- Explain the assumptions on which the success of the project depends, and the involvement of other stakeholders.

- In table format, please present a brief one to two page work plan, with a timeline including target dates for activities for the life of the grant, which reflects the overall program approach, and objectives.

4. Performance Monitoring and Evaluation

- Discuss how progress towards the expected results will be measured. Identify which performance indicators will be measured and how data on these indicators will be collected, analyzed, and used for program management.

5. Management Plan

- Describe the proposed management structure for this project and provide a project organizational chart in the attachments. Include in the narrative a description of the responsibilities of all organization personnel, key partners, reporting relationships, authority and lines of communication within and between each of these people and organizations.

6. Budget Components

- Provide a detailed budget of all cost-related activities

Reporting Requirements

The Recipient, at a minimum, shall provide Embassy Apia with the following reports. Please note that all data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Embassy upon request.

Financial Reports

The Recipient is required to submit quarterly financial reports throughout the project period, using Form FFR SF-425, the Federal Financial Report form. Financial reports are due 30 days after the end of each quarter.

Progress Reporting

Grantee is required to upload all progress reports to the award file in Grantsolutions.gov. Progress reports must be submitted semi-annually. Grantees must submit Page 1 of the SF-PPR, signed and completed as a cover page to progress reports, which should be compiled according to the objectives, outcomes, and outputs of the project as outlined in the statement of work below, consistent with the project proposal and monitoring and evaluation plan. Reports should also include an update on expenditures during the quarter. Progress reports should include:

- Significant activities of the period and how activities reflect progress toward achieving goals;
- Evaluation of progress on goals/objectives with quantitative and qualitative data, as appropriate;
- Any problems/challenges in implementing the project and a corrective action plan;
- Evaluation of accomplishments with quantifiable information on goals and objectives to date as available, including reporting on agreed-upon indicators;
- An update on expenditures during the month; and

- Supporting documentation or products related to project activities (such as surveys, travel, etc.).

Progress reports should also reflect the grantee's continued focus on measuring the project's impact on the overarching goals or problems the project set out to address. An assessment of the overall project impact, as appropriate, should be included in each quarterly project report.

Final Report

The final report will be due no later than ninety days after completion or termination of all project activities. The Final Report shall include the following elements: executive summary, successes, outcomes, challenges, best practices, and a final financial report.