TWELVE PARTS OF A PROPOSAL

1. Cover Letter

2. Proposal Summary

3. Introduction

4. Problem Statement

5. Target Population

6. Goal

7. Objectives

8. Methods

9. Evaluation

10. Budget

11. Future Funding

12. Supporting Material
Proposal Writing Checklist

PREPARATION

☐ 1. You have identified the problem that you want to solve/the issue that you want to address, and whether you will work on the project on your own or with the support of a group of people or an organization.

☐ 2. You have ensured your availability to commit to the project, and your ability to take part in a period in-residence in Sydney in the first quarter of 2008.

☐ 3. You have considered and can handle the limitations of grant funding.

WRITING THE PROPOSAL

1. Cover Letter

☐ a. It identifies the applicant to the Fellowship submitting the project proposal.

☐ b. It identifies what you are sending them and what you are requesting from them.

☐ c. It is signed by the applicant for the Fellowship.

2. Proposal Summary

☐ a. It is less than one page.

☐ b. It describes the problem you propose to solve/the issue that you want to address, how you plan to solve it, and how much it will cost.

3. Introduction

☐ a. It describes you, your educational and/or professional background relevant to the project, your language abilities, and shows your involvement and understanding of water resources management issues in your region/country/locality.

☐ b. It describes your institutional affiliations, your expertise in the field and your ability to design and deliver the proposed project, your other programs, activities, and accomplishments.

☐ c. It states why you are interested in the subject area of the proposal.

☐ d. It identifies whether you intend to seek other funding sources, including non-grant sources.

☐ e. It mentions the support or acclaim you have received from others.
4. **Problem Statement**

- a. It states exactly and specifically what the problem is.
- b. It identifies the underlying causes of the problem.
- c. It documents the problem and gives evidence for your explanation of it.
- d. It states how serious and widespread the problem is.
- e. It identifies the likely consequences if the problem is allowed to continue.
- f. The problem statement shows that you have a good understanding of the problem or issue targeted by the proposed project.

5. **Target Population**

- a. It identifies the target population and states how many of them will benefit from the proposed program.
- b. It shows that you are knowledgeable about the target group.
- c. It argues convincingly why the target group has been chosen.

6. **Goal**

- a. It identifies what you want to accomplish.
- b. The goal flows logically from the causes of the problem.
- c. Accomplishing the goal will reduce or eliminate the problem.
- d. It is realistic to try to achieve the goal.

7. **Objectives**

- a. They flow logically from the problem and the goal.
- b. They lead to the reduction of the problem and achievement of the goal.
- c. They are specific.
- d. They are measurable.
- e. It is realistic to accomplish them in the time specified.
- f. They identify who is responsible for them.
- g. They state by what date they will be accomplished.

8. **Methods**

- a. They describe how you will accomplish each objective.
- b. They describe who you will work with or who will help you, what are their qualifications, and what they will do.
- c. They identify other methods considered and rejected.
e. They identify the facilities, equipment, and materials needed to operate the program.
f. They provide a time-line of the project development and implementation
g. They explain how the people being served and other stakeholders will be able to influence the program.

9. Evaluation

a. It describes the method(s) you will use to evaluate (and monitor) the program.
b. It describes who will carry out the evaluation. When.
c. It tells the reader what you will be looking for in the evaluation.
d. It describes what will be done with the results.

10. Budget

a. The budget is an accurate reflection of the projected costs and revenue involved in running your program.
b. The budget compares favorably with those of similar programs.
c. All the cost items are justified.
d. It is comprehensive, with all costs directly related to the project are taken into account (not the costs related to the residency period in Sydney)
e. It is easily readable. Preferably presented in a separate Excel document, with a line for each budget item.
f. It adds up correctly.
g. It does not exceed the US$10,000 limit for the project grant (if additional or on-going funding is required, its source should be identified)

11. Future Funding (if applicable)

a. It describes how much financial support will be necessary to keep the program going once current funding expires.
b. It identifies the likelihood of additional support, including other funders to which the proposal is being sent.
c. It makes a case for the likelihood of those funders continuing financial support for the program.

12. Supporting Material

a. Letters of support, prior work in the area
b. Other supporting material is included (press articles, etc.).