



Open Society Foundations - Armenia

Proposal Writing Guidance

The Open Society Foundations – Armenia (OSF-A) will be glad to support your projects and ideas corresponding with our objectives in Armenia. However, it is necessary to present an application. This document is aimed to provide guidance in writing a grant proposal.

1. TITLE PAGE

The title page shall include the following information:

- Name of the project
- Name of organization or physical person representing the project
- Address, phone number, fax number, e-mail, web-site
- Name of the project director
- Name of the project accountant
- Total project budget
- Amount requested from OSF-A

2. EXECUTIVE SUMMARY

In this section you should briefly describe the whole project. Later you will provide a detailed description, but in this section you should briefly and precisely state the essence of your project and show why OSF-A should be interested in its support. The executive summary shall include:

- Brief description of what in your opinion should be changed and WHY you decided to develop and implement this program.
- The essence of your project.
- The time frame for the project implementation.
- Explanation of the requested sum allocation.
- Brief description of your organization (or your brief personal information) as well as description of projects implemented during the past year. Please, describe the plans of your organization for the coming year.

The executive summary shall not exceed 25 lines. Despite the fact that the executive summary is placed in the first part of the application, we recommend to write it after the rest of the sections have been compiled.

3. DESCRIPTION OF THE SITUATION

In this section you should state in particular what circumstances in the present Armenia make you turn to OSF-A. It should be proved that the situation has to be changed. You should use facts or statistical data that should be absolutely precise. You may support your statements by using excerpts or references. The main idea is that the reader should understand that the present situation should be changed now. You have to prove that nobody before you dealt with this issue and you are not duplicating something that was already done. You should neither exaggerate nor understate public significance of what you would like to do. Realism, clarity and logic will help you.

The description of the situation should not exceed one page.

4. PROJECT DESCRIPTION

In this section information should be presented in the following sequence:

- 4.1 The project goal
- 4.2 The project objectives
- 4.3 Methods and means of succeeding or what will you do to change the situation described in section 3.
- 4.4 Project participants or who will work on the project implementation
- 4.5 Expected result and evaluation of the result

4.1 THE PROJECT GOAL

This is why the project is needed. The goal is usually more or less abstract.

4.2 THE PROJECT OBJECTIVES

The project objectives are specific, definite and attainable within a definite time period and determine the methods of achieving the goal.

4.3 METHODS

After you described the project goal it is necessary to explain what actions are planned and in what sequence they will be implemented. You may use tables and charts so that the reader will understand who and when will do what.

If you are planning a training course, please, describe the methodological basis for that course, what literature you will be using for its development and show why your method is better than other methods.

4.4 PROJECT PARTICIPANTS

Information about methods shows how many people are needed for the project implementation, how long they will work and what work they will be doing. However, this is not enough. It is necessary to show why these people in the leading positions will benefit the project, what in their previous experience makes you think so (they could take a special training course, they can be distinguished specialists in the field that is of interest to you, they may have experience in teaching the course you consider important for your project. May be something else makes you insist on any particular candidate? Please, attach brief autobiographies (resumes) of the main executors of the project. Do not forget that this information will help OSF-A decide whether your organization will be able to solve the objectives and reach the goal.

The grant funds cannot be used to pay honoraria to people having business relationships with the director or accountant of the project. The project director and accountant should not be relatives and the relatives of the project director and accountant cannot be paid from the grant amount.

Name the organizations with which you will cooperate and explain why. What will this cooperation be like? Show the specific character and participating interest of your partners in the project. What are their functions? How will project author/director control other organizations?

Did you apply to other organizations for financial aid? If yes, what organizations, when and what was the answer. It does not matter if the answer was negative. It does not diminish your project.

4.5 EXPECTED RESULTS AND PROJECT EVALUATION

Describe what result you would like to achieve. How did your work influence the change of the situation described at the beginning of the project. Who and how will evaluate the ongoing activities and the result of the project implementation. You should select the criteria that will help to understand how effectively you worked.

Project description may be 2-3 pages. The main idea is to explain to the reader in detail what and how you are going to do it.

5. BUDGET

Budget is one of the main parts of the project. While compiling the budget it is necessary to take into account all project expenses. The purpose and payment for services should be justified in accordance with the market. The form of the budget is shown below. (see page 4).

If salary, bonus, remuneration or any other form of payment for the work performed is stipulated, it should be taken into account that the amount is subject to the income tax and pension fund withholdings

Budget breakdown should be detailed.

5. ATTACHMENTS

ATTACHMENT 1

Information about organization

- Name
- Address, phone numbers, fax, e-mail
- Legal status (NGO, limited liability company, state organizations, etc.)
- Banking details
- Date of establishment, number of employees
- Description of the main activities of the organization and plans for the coming two years
- Received grants, when, from what organization (name, address, phone number)
- Describe the place of the project implementation, the degree of safety, if the project includes equipment; describe where it will be installed.
- The organization charter.
- Registration certificate
- The last annual report: balance sheet, financial statement and cash flow statement

In addition to above documents commercial organizations should submit:

- Information on payable currencies (name of lender (lenders), amount of debt, term and procedure of payment) and all supporting documents

ATTACHMENT 2

Brief biographies of the project director and main executors of the project as well as their job responsibilities and the selection procedures.

ATTACHMENT 3

Three recommendations of well-known people working in the area of the project, other financing organizations, leading scientists or experts.

ATTACHMENT 4

Problem Statement/Խնդրի հիմնավորում

Project Objective 1/Ծրագրի նպատակ 1:

<p>What you need to do your job/Inputs Այն, ինչ հարկավոր է ձեր աշխատանքը կատարելու համար/Ձեր ներդրումը</p>	<p>What your project is going to do/Activities Այն ինչ իրականացվելու է ձեր նախագծի շրջանակում/ գործողություններ</p>	<p>Documenting how activities happened/Outputs Իրականացված գործողությունները/չափելի (հաշվելի, շոշափելի) արդյունքները</p>	<p>What happened after your activity/Outcomes Ձեր գործողությունների վերջնարդյունքը կամ փոփոխությունը</p>	<p>The big question/Impact Գլխավոր ազդեցությունը</p>

*What needs to happen, and who needs to be involved (outside of your organization), for your project to be successful?
Ի՞նչ պետք է տեղի ունենա, և ով պետք է ներգրավվի (ձեր կազմակերպությունից դուրս), որպեսզի ձեր նախագիծը հաջողվի:*

*How will the things that are outside of your control interfere with your project?
Ձեր վերահսկողությունից դուրս գտնվող հանգամանքների ինչպե՞ս կարող են խոչընդոտել ձեր նախագծին:*

*What factors need to occur, or which stakeholders or grantees need to be involved, for the project to be successful? How and why will proposed activities lead to proposed outputs, and how will outputs lead to outcomes?
Ի՞նչ գործոններ պետք է ի հայտ գան, կամ որ շահագրգիռ կողմերը կամ դրամաշնորհատուները պետք է ներգրավվեն, որպեսզի նախագիծը հաջողվի:
Ինչպե՞ս և ինչո՞ւ առաջարկվող գործողությունները կհանգեցնեն առաջարկվող արդյունքների, և ինչպե՞ս արդյունքները կհանգեցնեն արդյունքների:*

*What factors that are not in the control of the project—e.g. changes in government policies or the political situation—could affect expected activities, outputs and outcomes?
Ինչպիսի՞ գործոններ կարող են ազդել ակնկալվող գործողությունների, չափելի կարճաժամկետ արդյունքների և վերջնարդյունքների վրա, որոնք նախագծի վերահսկողության տակ չեն, օրինակ՝ հանրային քաղաքականություն կամ քաղաքական իրավիճակի փոփոխություններ:*

*[Country’s political and economic condition; Skills and knowledge level of intended beneficiary; Implementer’s organizational capacity; Level of engagement by stakeholders]
[Երկրի քաղաքական և տնտեսական վիճակը, նախատեսված շահառուի հմտություններն ու գիտելիքների մակարդակը. Իրականացնողի կազմակերպչական կարողությունները; Շահագրգիռ կողմերի ներգրավվածության մակարդակը]*

*[Change in government policies, such as NGO restrictions; Change in political situation, such as a coup or civil unrest; Involvement from other donors and implementers]
[հանրային քաղաքականության փոփոխություն, օրինակ՝ ՀՊ-ների սահմանափակումներ. քաղաքական իրավիճակի փոփոխություն, օրինակ՝ հեղաշրջում, քաղաքացիական բախումներ. Այլ դոնորների և ծրագրեր իրականացնողների ներգրավում]*

Projects shall be submitted in either electronic form or one hardcopy signed and sealed by the director of the organization. The language of the submission shall be determined for each program separately.

APPROXIMATE FORM OF BUDGET

BUDGET

Name of organization applying for grant

Banking details

Name of the project

Project director

Amount requested from OSF-A (in US Dollars)

Total amount of the project (in US Dollars)

	Funding from other sources (name the sources)	Funding requested from OSIAFA
1.Equipment (Computers, software, lease or purchase of video and audio equipment, etc)		
2.Administration (Rent of office or conference hall, renovation of premises (limited), security measures, utilities, phone and postage, office supplies, etc.)		
3.Educational needs (Books (attach the whole list of necessary books), magazines, subscription (attach the list), coping of educational materials or conference materials)		
4.Honoraria, grants, contracts (Select the payment to project participants who work for the whole duration of the project, participants working part-time, fees to invited specialists or teachers, grants and for research, in-service trainings for personnel, etc.)		
5.Business trips (In this section show all expenses related to business trips, including payments for transportation and lodging of invited specialists)		
6.Other		
TOTAL AMOUNT:		

Project Director _____ (signature)

Budget should include only exact numbers, accurate description, numbers of models and all details necessary for the analysis of requested amount. The prices should be justified in accordance with the market.

Attach detailed descriptions for the budget items that are difficult to describe. If something in the budget is not clear, provide additional justification of the price, as well as the criteria for these particular prices.