

PROJECT PROPOSAL FORMAT	
A.	<p>INTRODUCTION:</p> <p>(Please give brief introduction of organization, its mandate and activities).</p>
B.	<p>OBJECTIVE OF THE PROJECT:</p> <p>The objective must explain the following:-</p> <ul style="list-style-type: none"> (i) Problem statement. (ii) Areas identified for training. (iii) Rationale. (iv) Desired goals/output).
C.	<p>PROJECT OUTLINES:</p> <p>The project outlines must include information about the following:-</p> <ul style="list-style-type: none"> (i) Training format (duration and training methodology). (ii) Participants/trainees/target groups. (iii) Resource persons. (iv) Training materials. (v) Other activities (if any).
D.	<p>PROJECT MANAGEMENT AND IMPLEMENTATION:</p> <p>Please mention how the project will be executed with following details:-</p> <ul style="list-style-type: none"> (i) Team responsible for execution. (ii) Monitoring mechanism. (iii) Reporting format.
E.	<p>BUDGET RESOURCES:</p> <p>Budget statement should provide activity-wise cost estimates with breakup.</p>
F.	<p>WORK PLAN:</p> <p>Spread sheet must indicate proposed activities with their time-lines.</p>