**Handout Number 2 9.7.25 For info only**

At a more advanced level ‘**What to include in a project proposal’** below can serve as a checklist for what generally should be included in an application depending on specific questions a funder asks

**ORGANISATION OUTLINE** – Who / track record

**AIMS/OUTCOMES** - Statements of what will be achieved through this project

**OBJECTIVES/OUTPUTS** - Specific and measurable outputs for the beneficiaries of the project that will lead to the aims/outcomes

**EVIDENCE OF NEED** - Research, User Group feedback, Statistics etc. proving that what you want to do meets the real needs of users and potential users.

**PROPOSALS FOR IMPLEMENTATION** - How the project will work

**TARGET GROUP** - Who the beneficiaries of the project will be and how they will benefit

**TARGETS/MILESTONES** - Progress measures at specific dates

**MONITORING AND EVALUATING** - How this will be undertaken – related to objectives/outputs

**STAFFING** - What personnel will be involved and how

**RESOURCES** - What resources will be needed, for what, and how they will be acquired

**BUDGET** - Full project budget with income and expenditure.