Friends of Moldova

PROJECT PROPOSAL APPLICATION FORM

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Cover Page:

1. Name of organization
2. Proof of Tax ID and status (if applicable)
3. Title of the project
4. Primary phone number, email, and mailing address of the organization
5. Organization Website (if applicable)
6. Facebook Page (if applicable)
7. Date of the Application
8. Names, titles, e-mail addresses, and phone numbers of the responsible officer, the alternate responsible officers of the organization, and the accountant (if applicable)

Identification of Personnel, References, and Current Resources:

Not to exceed two pages: Please title each person's role and specifically the primary grant manager's contact information if we need to contact them for questions.

Executive Summary:
A concise description of you, your project, the goals of the project, and expected outcomes in an engaging way.

Give us the big picture. We want to learn about your team's background, the problem that you are addressing, the solutions you see fit, and the goals and objectives you plan to meet. Make sure to summarize and stay on point, you only have 1 page for this important section.

Not to exceed one page must include, but is not limited to:

1. **Background**:
2. **Problem**:
3. **Goal**:
4. **Solution**:
5. **Funding Request**:

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The Proposal:

A thorough explanation of the purpose of your grant and how you will accomplish the goals outlined within. Not to exceed three pages:

1. **Budget Summary**

A concise outline of the expenditures for the project, with particular care to making sure that the budget is realistic and prioritizes the necessities of the project over employee compensation. Note: We will not fund camps, one-time events, or conferences.

When detailing your budget please be clear and reasonable. Stay within the scope of the project, and if you are receiving 3rd party funding or community support this is the section to tell us about it.

IMPORTANT: Funds will be disbursed in two phases, the first at the beginning of the project, and the second in the middle of the project. Please write the amounts for phase 1 and 2 here:

Phase 1: _____

Phase 2: _____

2. **Implementation Plan**:

The detailed step-by-step plan, in order, for the project, showing where you will start and where the project will go.

Plan your project out giving us specific dates you plan to accomplish your goals on. Detail the project deadlines from start to finish.

3. **Sustainability**:

What is your plan to continue the program once funding and direct support by FoM have ended?

Your project should aim to position itself so that it can be sustained when the funds run out.

4. **Evaluation of Impact**:

Quantifiable and qualitative data on how you will demonstrate the impact of your project on the targeted community, with particular care given to the realistic abilities of the project, based on the pre-grant data you have gathered.

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Please include a one sentence summation of your impact, including quantities (ex. how many people will be impacted and in what way).

5. **Risks & Mitigation:**

What are some potential problems the project could encounter, and how you will solve them if need be.