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).

    a. If you are an initiative group or a start up, please write the name of this organization you will partner with and the contact person for the account information in this section.

Identification of Personnel, References, and Current Resources:

Not to exceed one page: 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 one page** for this important section.

End of Executive Summary

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Detailed Summary:

Please fill out the following sections below to thoroughly explain the purpose of your grant and how you will accomplish the goals outlined within. ***Not to exceed four pages:***

Background:
Describe your organization, its mission, your experience and previous accomplishments, and why you are the right organization to implement this project.

Problem:
Describe the problem in your community that you are trying to solve or address. How do you know this is a problem, what data backs it up, and why is it important to solve this problem?

Goal:
In one sentence, write what your goal is. What are you trying to achieve?

Solution:
What are your objectives? What specifically will your project do to achieve your goal? What activities will be done to fulfill each objective?

Implementation Plan:
The detailed step-by-step project plan from start to finish. The project schedule should be between April 1 - October 31.

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:

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Phase 1: _____

Phase 2: _____

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.

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

Sustainability:
What is your plan to continue the program once funding and direct support by The Friends of Moldova have ended?

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

Risks & Mitigation:

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

End of Detailed Summary

****Project proposals that have been completed by an AI source will be automatically disqualified!****