# Template: Funding Proposal (328)

This template outlines the main headings for a funding proposal, and briefly describes what information should be included under each heading.

*Cover Page*

# Newtown Signposting Project

## Proposal for funding

Submitted to:

**National Tourism Funding Agency — For attention: Mr P Dlamini**

From:

**Newtown Route Forum**

Date:

**6 July 2014**

Contact details:

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# Contents

# Executive summary (project overview)

This section should include a brief summary of the context (problem statement), aims and main elements of your project. Also highlight the benefits and beneficiaries. It should 'grab the interest' of the funder by exciting them about the positive impact that your project will have on your community.

# Background information and statement of the problem

This section should give more detail (statistics if possible) on the problem you are trying to solve, or the context (environment) you are trying to improve.

# Project detail

This section should go into more detail about your project's:

a.        Objectives

b.        Beneficiaries or clients

c.        Methods

d.        Staff and administration to do the work

e.        Available Resources

f.           Needed Resources (personnel, facilities, equipment, supplies, communication, etc)

g.        Budget


# Evaluation plan

This section should explain how you are going to monitor the project (keep an eye on each aspect as it is implemented) and assess how well it achieved its aims. This is important, because the funder needs to know how whether their money was well-spent; even if the project was not a complete success, the evaluation process must ensure that you can learn some lessons for next time.


# Conclusion

The conclusion is also a brief summary of what you want to do, but use it to re-state what you are asking for (in Rands) and what the direct and indirect benefits will be. This is the end

of the main body of the report.

# Appendices

This section will contain documents and other information that you think will reinforce your proposal. It could include:

- Your organisation's most recent annual report, or newsletters
- Detailed budget of the organisation and/or project
- Most recent audited statements for your organisation
- Photographs of context and/or project
- More detailed technical description of the project
- Detailed timeline for implementation of the project