

Project Proposal Guidelines

This document has a dual purpose:

1. To help those who want to submit project proposals for Nick Webber Trust funding
2. To provide a framework by which Nick Webber Trust can assess proposed projects.

The document lists the questions that Nick Webber Trust will be asking to assess all project proposals. The order of the questions is of no significance.

Nick Webber Trust would like to stress that simply answering the questions below does not guarantee funding. The questions are designed to find out how well each proposal has been thought out, in order to help us allocate our funds consistently and effectively.

We encourage proposal writers to provide as much detail as possible and to address any issues not included here but which are relevant to the proposal.

Our questions are divided into three broad categories:

IDEAS and AIMS

1. Where did the idea for the project come from?
2. What does the project aim to do?
3. How will it be achieved?
4. Who will benefit from the project and in what ways?
5. How does the proposal fit in with the Malawi Government's development strategy?

LOCAL PARTICIPATION

What evidence is there that local people, especially those to whom it is targeted, support the project? For example:

1. Have there been any local meetings about it?
2. Have local people made any initial contributions in cash, goods or labour?

If so, please provide details.

SUSTAINABILITY

1. Thinking about the project getting started and being able to continue:
 - (a) Where are you hoping to get money both for initial investment and for running costs?
 - (b) Will there be appropriate and sufficient material resources such as building materials and necessary equipment for the project to run properly? Please give details and a breakdown of costs.
 - (c) Where will the materials come from?
 - (d) Will there be enough people with appropriate skills to work on the project? Please give details
 - (e) Explain who will be responsible for managing the project, especially for its financial management and accountability?

(f) When we provide money for a project, we require 2 people who are responsible for the project to sign a declaration confirming that the money has been spent as agreed. Who would these 2 responsible people be?

(g) How would the project survive if the key people moved on?

(h) Where will future finance come from?

2. Thinking about ensuring the project's effectiveness:

Who will be responsible for ensuring that the project is meeting its goals and for identifying any unintended consequences (whether good or bad)?

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