

Project Proposals for Results (three days)

How to prepare and successfully present a project proposal

Course overview

A lot of worthy projects cannot take off due to the lack of funding. Many donor agencies find it difficult to giving support to NGO projects due to an incomplete or unsatisfactory project proposal. At the end, communities may not obtain the assistance or service they need, despite the efforts of the NGO.

During this three-day course Project Proposals for Results, participants learn the skills and practical tools needed to successfully plan and present a real-life project in three steps. To this purpose, participants will first learn to define a project and its objectives. The second step is to plan the project and the resources needed and to prepare the presentation in writing. The third step is to practice and discuss the presentation of the project proposal among participants.

As a participant, you can develop your own project proposal during the course. The course trainer will provide individual advice on each project proposal.

In this participatory and highly interactive course, participants are encouraged to share their experiences, good practices and lessons learned to further enhance learning opportunities.

Who should attend

The course will benefit all persons who participate in the formulation of project proposals, including:

- Directors and department heads who lead the project planning process
- Project managers with little experience
- Newly appointed project managers
- Team leaders of a project
- NGO staff, community leaders and officers involved in designing and implementing a project.

Learning objectives: How you and your organisation will benefit

On this course, participants will be able to:

- Become familiar with the project development cycle in the NGO context
- Describe and gain insight into the different criteria of donor agencies in supporting a project
- Identify projects which match an organization vis-à-vis long-term goals
- Define project objectives and the resources needed to implement it
- Learn how to plan the implementation of a project and to monitor its progress
- Develop a presentation format for the project proposal
- Practice their project presentations with other course participants.

Course programme

Day 1	<p>Overview</p> <ul style="list-style-type: none"> • Project Development Cycle • Donors' criteria • Project planning • Revisiting Vision-Mission-Goal • Project Identification • Formulating the Project Outline
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Day 2	Project Formulation <ul style="list-style-type: none"> • Cover Sheet • Executive Summary • Statement of the Problem • Project Objectives • Project Beneficiaries • Project Activities • Project Budget • Project Management • Monitoring and Evaluation • Reporting Requirements
Day 3	Project Proposal Presentation <ul style="list-style-type: none"> • Packaging • Presentation Skills • Individual Presentation of the Project Proposal

Individual consultations

Participants obtain an individual consultation from the trainer during or after the course on how to further develop a project of your own, or on another subject of their choice.

Course venue

Check the course dates at the NMS website for the updated list of courses. If there is no course in your country yet, your and your organisation can bring courses on NGO management directly to NGOs in your country rapidly and easily. For information about the partnership approach, the benefits for partner organisations and the three simple steps which are necessary to organize the first training course for NGOs in your community, please refer to the NMS website.