**Request for Proposal Form**

Submitted to

***Sankalpa***

Address: 1448 Highland St. Apt. B, Columbus, Ohio 43201. USA.

 Telephone: +1-203 321 5568  Email: [sankalpa.osu@gmail.com](mailto:sankalpa.osu@gmail.com)

 Website: [www.sankalpaindia.org](http://www.sankalpaindia.org)

## PROPOSAL FOR FUNDING

**Directions:** Please complete the following sections for submitting the proposal. Feel free to attach separate sheets if needed. Sankalpa identifies the following sections/questions as important information to answer. While it is necessary to encompass all the following information in the project proposal, you may want to change the order in which you answer these questions. Alternatively, you may also choose to consolidate the core points stated below and prepare an independent proposal document.

# ORGANISATION PROFILE

**Name of organization:**

**Registration Number (If registered as a Charity/NGO/Trust):**

**Address:**

**Telephone:**

**Fax:**

**Email:**

**Website:**

**Contact Person at your Organization (Project Leader):**

**Background information of your organization (Provide separate documents or scanned images)**

* Scanned copy of NGO registration certificate and FCRA certificate (if applicable)
* Organization’s Mission, Objectives, History, Management/Leadership, Focus Area of Social Work, Past Key Projects and Achievements, etc.
* If available please attach a copy of your annual report (or a similar document) with the proposal.
* Also attach copies of latest audit reports of your organization accounts and/or FCRA accounts (attach up to 3 years of audit reports).

**PROJECT DETAILS**

**Directions:** The main purpose of this section is to define the project. In addition, it will also help us understand the importance of the proposed project and how it will make a difference. Organization requesting funds should briefly cover the core aspects of the project. In doing so, please try to address the following questions.

1. What is the proposed developmental project? (Title of the project)
2. Explain the need of this project.
3. What are the project’s goal(s) and desired outcome(s)?
4. How will the proposed project make a difference? What parameters will be used to measure the success of the project?
5. Please explain the sustainable nature of the proposed project. (For example: What will happen after the funding ends? What will be the long-term impact/ how will the project be self-sufficient? Will the whole community be benefited from the project?)
6. Where will the project take place (specify Village/Town, Block, District, State)?
7. Who are the key beneficiaries from this project? And how will they be selected (i.e. criteria for selection- demographics, socio-economic status, reason they were selected)?
8. Describe in detail the various phases/steps of the project including the activities that will be carried out during the project i.e. include a timeline **(in tabular form).**
9. When will the project tentatively start and end?
10. What organizations or individual social workers are participating as project partners? (If applicable)
11. What difficulties do you think you will encounter during the project and how will you address these issues?
12. Have you implemented a similar project in the past? If so please describe including success achieved, difficulties encountered, current status etc. Or do you know any other organization that has implemented a similar project?
13. How did you find out about Sankalpa?

**PROJECT BUDGET**

**Disclaimer: We do not provide long term funding or charitable donations**

1. Include the detailed project budget **(in tabular form)**. Clearly indicate the amount of funds requested from Sankalpa (upto $3000). In addition, if estimates are available explain each item in the project budget.
2. Are you receiving any matching grants/funds from other organization? If yes from whom and how much?
3. Does the organization have an FCRA account? (If yes, then attach a copy of FCRA certificate). If you are a non-FCRA entity, please contact us immediately, since there is additional paperwork involved.
4. If funded, Sankalpa will send the funds through wire transfer. Please include the following details:

* Bank Name and Branch:
* Address:
* Swift Code:
* Account no:

**Thank you for submitting the proposal. We will get back to with our final decision by July 31st, 2017. Please contact us if you have any questions pertaining to preparing the proposals or the application process.**

***A Resolution to Make a Difference***