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**PROPOSAL GUIDELINES**

The proposal narrative is the written description of the project for which you are requesting NED funds.

Please follow the format below:

**1. SUMMARY (1-2 paragraphs)**

Clearly and concisely summarize your proposal.

**2. BACKGROUND (1-2 pages)**

Describe the relevant political, economic, or social environment as it affects the development of democracy in the country or region that your project addresses. Identify the needs or problems that exist and explain how your project will make an impact as it addresses those challenges.

**3. PROJECT OBJECTIVES (1-2 short paragraphs or bullet points)**

State the specific objectives you hope to achieve through the proposed activities. The objectives should address the specific needs or problems identified in the "Background" section. In most cases, one or two objectives are sufficient.

Objectives should be reasonably measurable, and therefore capable of being evaluated. Project objectives should be limited in scope and time, and identify specifically what will be achieved with the funds requested for the particular project. Also, be sure to distinguish objectives from activities. For example, "to hold a workshop" is a proposed activity, not an objective.

**4. PROJECT ACTIVITIES (2-4 pages)**

Describe in detail the planned activities of your project. If the project requires funding from more than one source, please describe any other funding you have obtained, or hope to obtain.

If the project activity includes workshops or other events, provide the following information:

- duration (number of days or hours per workshop or seminar)
- planned topics and formats (lectures, discussions, brainstorming, role-playing, etc.)
- number and profile of expected participants, speakers, and trainers

If the project includes a publication or website, please describe:

- editorial philosophy and mission
- how content will be created (in-house writers, outside contributors, translation, re-printing , etc)
- target audience(s) and mechanisms for reader or user feedback
- expected circulation numbers and distribution plan (for sale or without charge)
- length and frequency of each issue or new posting

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**5. EVALUATION PLAN (2-4 paragraphs or bullet points)**

Please describe how the project's progress toward its stated objectives will be measured, including what changes, evidence, or results will indicate that project objectives have been achieved. Remember that the implementation of planned activities does not demonstrate the success of the project. For example, "All five workshops for youth will take place" is not an evaluation point because it describes an activity. More relevant evaluation measures would include observing whether participants made concrete plans during the workshop; what activities participants carried out after the workshop, making use of the knowledge, skills, or alliances formed as a result of the workshop; and participants' perception of the workshop's value to their work.

NED procedures require grantees to monitor the progress of their project and to submit periodic reports documenting activities and assessing achievements and successes.

**6. INTERIM ASSESSMENT (1-2 pages) (required only if applying to renew a current NED grant)**

**If you are applying to renew a current NED grant**, please assess the current project's major accomplishments, obstacles faced, and the overall impact on the project objectives. This section should address the objectives in the current grant's Evaluation Plan (in Attachment A). Describe how all past activities and achievements relate to the proposed project.

**7. ORGANIZATIONAL BACKGROUND (up to 1 page)**

Describe your organization's qualifications for this particular project, including its history and past work. Provide information about its mission, size, geographical reach, professional, and political character, and registration or incorporation status, including date. Identify the key individuals, whether paid staff or volunteers, who will be in charge of carrying out the proposed project and describe their most relevant qualifications.

Other funding: If your organization has received or is receiving financial support from other sources for the proposed activity or other activities, please provide a list of the donors, the level of support you received and a short description of the projects being funded. Indicate whether this support is monetary or in-kind, domestic or foreign. Also, provide the names and contact information for any other funding organizations to which this proposal is also being submitted.

References: Please provide names and contact information for two or more individuals who know the organization's work or the work of its key staff and volunteers.

**Along with the proposal narrative, you must also prepare a project budget.** The budget is the financial description of the proposed project and should relate directly to the description of project activities in the narrative proposal. Please use the budget template provided on the website.

**For additional information on writing a proposal narrative and budget, please see the "Additional Guidance" document available on NED's website.**