

## PROJECT POPOSAL GUIDELINES

### 1. SUMMARY

The summary should contain the following elements:

- Brief identification and purpose of your organization/business
- The purpose and anticipated result of this proposal
- The impact that the proposal will have on the community
- Highlight the uniqueness/key differentiator of your business proposal
- The type of support needed

### 2. INTRODUCTION

Introducing your organization/business here

### 3. NEEDS/PROBLEMS

- Identify the need/ problem
- Impact of problem to Uganda or target audience

### 4. GOALS/OBJECTIVES

State the desired goals and objectives to address the needs/problems stated above. Also include key benefits of reaching goals/objectives.

### 5. PROCEDURES/SCOPE OF WORK

Provide detailed information about proposed procedures, if available, and the scope of work. Include information on activities such as recruiting, training, testing, and actual work required.

## 6. TIMETABLE

Provide detailed information on the expected timetable for the project. Break the project into phases and provide a schedule for each phase. **Phases are optional**

| Phases | Description of Work | Start and End Dates |
|--------|---------------------|---------------------|
|        |                     |                     |
|        |                     |                     |

## 7. BUDGET

State the proposed costs and budget of the project. **Phases are optional**

| Phases       | Description of Work | Cost           |
|--------------|---------------------|----------------|
|              |                     |                |
|              |                     |                |
| <b>Total</b> |                     | <b>\$ 0.00</b> |

## 8. ENDORSEMENTS

Provide the names and addresses of individuals and companies who support and endorse the project.

## 9. APPENDIX

Provide supporting material for your proposal, this can include;

- Company history
- Copies of company registration form
- Statistics or estimates
- One or two Letters from endorsers
- Other relevant information or correspondents

## 10. PERSONAL INFORMATION

- Name
- Nature of business
  - Sole Proprietor
  - Partnership
  - Limited Liability Company
  - School
  - Others (Specify)
- Name of business
- Location of business
- Email address
- Mobile phone contact
- Do you have an account with **dfcu** Bank: Yes or No

If yes, please provide your account number