

PROJECT PROPOSAL 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
Total		\$ 0.00

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