

GUIDELINES FOR PROJECT PROPOSALS

Deadlines for project proposals are April 15 and October 15 each year. Applications for small grants (not exceeding 20 000 USD) can be submitted at any time during the year.

The purpose of this guideline is to facilitate the writing of a proposal. Childhood welcomes applications in any format that suits for the applying organization. ***Please note: A project proposal does not need to be long or very detailed, but should convey the purpose and implementing methods of the project at hand.***

The following topics should be reflected in an application to World Childhood Foundation:

- **Background:** Short history of organization including previous and ongoing projects.
- **Problem definition and stakeholder analysis:** Description of the specific problems the project aims to address. If possible, refer to existing research and studies as well as national/regional strategies or policies. Also describe what role the project will play in relation to other stakeholders and existing services.
- **Target group:** Who is the project intended to reach? The target group must be well defined and coincide with Childhoods target groups (länk). How many children will be reached by the project?
- **Project objectives:** What is the overall objective(s) of the project? What does the project aim to achieve during the project period?
- **Activities:** Which concrete activities will take place in order to reach the objective(s)? If specific methods are used or will be developed, please indicate so. Please indicate if the methods are based on any particular theory or practice. Describe the skills, experiences and/or formal qualifications of the staff that will carry out the activities.
- **Monitoring and evaluation:** It is important for us that you already at this stage think about how to assess the progress of the project. The system for monitoring and evaluation should reflect the needs and scope of the project and the main purpose of it is to ensure that lessons learned are used in the further planning of the project . If possible, it is preferable to establish some kind of baseline indicating the current

situation for the target group before the project starts.¹ Define a few relevant qualitative and quantitative indicators that will make it possible for you to assess whether the project is progressing in line with the set objectives. Describe who will be responsible for data collection and how the information will be gathered and used in the project.

- **Child participation:** How is the target group involved in planning, implementation and monitoring (feed-back of activities and results) of the project?
- **Sustainability:** What are your strategies to ensure long-term sustainability of the project (both in terms of funding and long-lasting change for the target group)?
- **Risks analysis:** What internal and external risks may affect the way the project will be able to reach its objectives? How are those risks taken into account and mitigated?
- **Costs:** Please use our budget template (available for download at www.childhood.org under “Apply for funding”). The budget should reflect the activities included in the proposal to Childhood. All budgets have to be in EUR or USD or SEK. Please also indicate the total budget of the project, including other funding sources (existing or expected, including internal resources). This information should be included in the proposal, *not* in the budget template.

¹ If you feel uncertain about how to monitor and evaluate the project, you may discuss this further with Childhoods responsible programme officer during the initial phase of the project.