



**MISSION**  
PROJECT SERVICE

## **SAMPLE PROPOSAL I**

*N.B. All names and numbers are fictional*

### **The Available Foundation APPLICATION FORM**

**ORGANIZATION:** *Provide a brief description of the organization applying for funds, contact information, its mission, and history.*

**Name:** Sisters of Jesus the Servant

**Address:** 1234 Main Street – Prime City, YI 9876543

**Telephone and fax:** Phone: (123) 456 – 7890 / Fax: (123) 456 - 7809

**Website:** www.sjs.org

**PERSON RESPONSIBLE FOR THE PROJECT:** *Please provide the name, address (if different from organization), telephone, and e-mail address of the project director.*

Sr. Janet Brown, SJS Ph. (123) 4567 jbrown@sjs.org

**AMOUNT REQUESTED:** from The Available Foundation \$16,600.

**MISSION AND HISTORY:** The Sisters of Jesus the Servant are a Catholic congregation of religious founded by Sr. Mary Smith in 1830, to serve needy children around the world. At present, there are 1,485 SDC in 27 countries providing health, education, and nutrition to local children. The Sisters arrived in the City of Remoteville in the Country of the Ruffrodes, in 1989 and since then, they have served more than 20,000 children in two schools, a clinic, and a nutrition center. Presently, there are a 26 sisters and novices serving the Remoteville Mission.

**THE PROJECT:** *Provide a brief description of the project, including context, needs it will satisfy and how it will be implemented*

To add a total of four classrooms for two schools located in the outskirts of Remotevil.

**CONTEXT:** *Provide background information of the area where the project will be developed.*

Remoteville is home to about 27,000 persons that have come from the countryside hoping to find a better life for themselves and their families. Their dreams have died but with no money to return to their poor villages, they remain, living in slums without water, electricity, or sewage.

They perform menial jobs, i.e. cleaning, some gardening, informal garbage collection, and they barely survive. In this environment, children suffer the most, spending too much time in the streets because parents cannot afford to provide them with the proper clothes and supplies to for school. The

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number of these children is growing. **PROJECT: Describe the needs your project will satisfy and how it will do so.**

At present, the Sisters of Jesus the Servant provide schooling to 872 children in two primary schools (St Martha and St. Luke) situated on opposite sides of the city. The sisters promote literacy and help parents prepare their children better opportunities for their future.

Both schools teach the primary school program approved by the country's Department of Education. Additionally, the schools offer physical education and dancing, English, simple craft-making classes, and the children assist in keeping the vegetable gardens that around each school and produce food for used for school lunches. The Sisters provide a daily nutritious meal to all children, as well as clothes and school supplies to the most needy.

The number of children whose parents cannot afford to send them to the few public schools in the area is growing steadily (17 % in the last two years) and so is the demand for places at the Sisters' schools. Because of this and the need to provide day-care for younger children, the expansion of both schools is essential.

**To serve more children and to give them appropriate physical conditions and an environment conducive to study, the SJS propose to add four classrooms, two in each school, over an eight-month period. (See enclosed copy of blueprints and photos of students in class.)**

**BEGINNING AND ENDING DATES: When will you start the project and how much time will it take to finish?** Construction will begin as soon as funds are available. Construction of the four rooms will be done simultaneously in both schools and to be completed in 8 months from the date construction begins.

**BUDGET: Provide an itemized budget of the project, as well as a list of other sources of funding.** (See separate page with budget and other sources of funding.)

**EVALUATION:** Explain how you will evaluate achieving the proposed goal of the project.

The construction project will be evaluated once the rooms are completed and ready to serve the children and their teachers. We will provide: (1) copies of the completed inspection by the local authorities and (2) photos of the children in the new rooms.

## Checklist for Proposals

This Checklist may be helpful, especially for complex proposals.

- |                          |                    |
|--------------------------|--------------------|
| 1. Cover Letter          | 8. Budget          |
| 2. Title Page (separate) | 9. Future Funding  |
| 3. Summary (separate)    | 10. Monitoring     |
| 4. Introduction          | 11. Evaluation     |
| 5. Problem Statement     | 12. Future Funding |
| 6. Program Objectives    | 13. Appendices     |
| 7. Methods               |                    |

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