

2021

Project Development & Proposal Writing



Anna Lindh
Foundation
— EUROMED —

Workshop Agenda

22nd – 23rd, September 2021

Trainer

Mutasim Mahadeen

Civic Engagement & Political Participation Consultant

Day 1 – September 22nd, 2021

Session	Topic	Time
Workshop opening	-----	9:00 – 9:15
Introduction to Resource Mobilization	<ul style="list-style-type: none"> • Importance of resource mobilization • Principles and practices of resource mobilization • Methods of resource mobilization • Framework of resource mobilization • Non-profit organization current funding environment 	9:15 – 11:00
Break	-----	11:00 – 11:15
Overview of Proposal Writing	<ul style="list-style-type: none"> • Understanding the meaning of proposal and its different types • Goal of proposals in mobilization of grants • Donor requirement • Format of proposal • Solicited versus Unsolicited Proposals • Development of a project and proposal writing 	11:15 – 13:00
Lunch	-----	13:00 – 14:00
Project Planning and Development in Proposal Writing (1)	<ul style="list-style-type: none"> • Project Rationale <ul style="list-style-type: none"> ▪ Background of the project ▪ Needs Assessment ▪ Justification of the project • Project Overview <ul style="list-style-type: none"> ▪ Objectives of the project ▪ Beneficiaries of the project ▪ Hypothesis ▪ Strategy of the project 	14:00 – 15:45
Reflection and closing day 1	-----	15:45 – 16:00

Day 2 – September 23rd, 2021

Session	Topic	Time
Project Planning and Development in Proposal Writing (2)	<ul style="list-style-type: none"> • Project Design <ul style="list-style-type: none"> ▪ Monitoring and evaluation framework ▪ Identification of inputs, output, activities and impacts of the project ▪ Project findings and interpretation ▪ Project model ▪ Project strategies implementation ▪ Project measurement via M & E frameworks ▪ Budget for the project 	9:00 – 11:00
Break	-----	11:00 – 11:15
Proposal's Building blocks	<ul style="list-style-type: none"> • Introduction • Cover letter • Cover page • Researchers of the project • Budget for the project • Schedule of the project • Summary • Appendixes 	11:15 – 13:00
Lunch	-----	13:00 – 14:00
Proposal Review	<ul style="list-style-type: none"> • Criteria of proposal review • Process of proposal review • Agreement for grant 	14:00 – 15:45
Reflection and closing day 2	-----	15:45 – 16:00