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**PROPOSAL GUIDELINES**

**Summary**

**Date submitted:**

**Name of your organization:**

Contact person:

Address:

Telephone:

Email:

**Project title:**  
Project location:

Project time period:

Project Location (Township(s), Village Tract(s), Village Name(s)):

**Amount requested in local currency and USD:**

**Demographics**

|  |  |
| --- | --- |
| Direct Beneficiaries from Project |  |
| Indirect Beneficiaries from Project |  |
| Beneficiaries from Yadana Pipeline Area |  |
| General Population of Area (if applicable) |  |
| Households (if applicable) |  |

|  |  |
| --- | --- |
| Ethnicity |  |
| Religion |  |
| Livelihood |  |

**Project Description**

**A. Background**

**(1) Yadana pipeline history:** How were the beneficiaries of the grant affected by the Yadana Pipeline?

**(2) Community’s history:** Why does the community need the grant? Please describe the context.

**(3) Organizational background:** What is the background of your organization and how are you able to help meet the community’s need?

**B. Project design**

**(1) Goal:** What do you hope to achieve for the community (big picture)?

**(2) Objectives:** How will the project directly benefit the community? (Objectives should be specific, measurable, and time-bound)

**(3) Activities:** Describe the activities that will enable you to accomplish your goal (include a timeline that describes who, what, when, and where, and how the activities will be implemented)

**(4) Action Plan:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activity** | **Location** | **Staff responsible** | **Month** | | | | | |
|  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |

**(5) Project Staffing:** Who will work on this project? (Describe the responsibilities of each staff and community member)

**(6) Expected Outcomes:**

1.

2.

3.

…

**C. Monitoring and evaluation**

1. **Monitoring:** How will the project be monitored? How will you gather information on how your project is progressing?
2. **Evaluation:** How will you know that the project has been successful?

**D. Partnerships**

**Other sources:** List all of the support that your organization received from donors this year. Also, list all of the support requested for the upcoming year, and include whether the support is confirmed or pending.

For example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Donor** | **Amount** | **Purpose** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please list any in-kind/non-monetary support (examples include free rent, volunteer labor, donated equipment, etc.).

**E. Managing Risks**

Describe all potential risks and what you will do to minimize and manage them. This includes political risks, safety, health (Covid-19), and environmental.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk/Hazard** | **Likelihood of risk event**  (Low, Medium, High) | **Severity of risk event**  (Low, Medium, High) | **How will you prevent risk or manage the risk or hazard** |
| ***Political and/or security risk*** | | | |
|  |  |  |  |
|  |  |  |  |
| ***Natural Disasters*** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***Man-made hazards/distractions*** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***Health and safety of people involved*** | | | |
|  |  |  |  |
|  |  |  |  |

**F. Additional Information**

**Please include the following if they are available:**

Map of the project area

Diagrams of any construction projects

Pictures

Names of partners (local or international) that you work with most closely in the region. How do

you work with them?

Any other documents you wish to include about your organization or the project.

**Proposed Project Budget**

**A. Total Requested Funding in Local Currency and US Dollar:**

**B. Summary Proposed Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TABLE: Summary Proposed Budget** | | | | |
| Budget item | Cost per unit | Number of units | Total cost  (in local currency) | Amount requested from funding source if there is more than one (in local currency) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** | | |  |  |

Exchange rate to USD:

*Please provide an explanation if the overhead cost is higher than the activities cost on the proposed budget.*

**C. Detailed Proposed Budget (attached to the application form)**

The proposed budget helps your organization plan for anticipated costs, and helps your funders understand your costs and assess whether there is enough funding to complete the project. Please submit the proposed budget for your project in a table format. Include the exchange rate in your area from local currency to U.S. dollars or Baht.

Please send the proposal electronically to: [Zarchilatt@protonmail.com](mailto:Zarchilatt@protonmail.com), maysongoo@gmail.com

ON BEHALF OF \_[NAME OF YOUR ORGANIZA­TION]\_:

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Signature from Organization Date

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Printed Name Position