



## What Is This Module About?

Each of us live in a community and is an important part of it. The people in our community are a valuable part of our lives as well. This is why we do good things for our community. We become active community members. Wouldn't it be nice if your community had facilities to make life easier and more enjoyable for everyone? Imagine a playground for children, a basketball court for the youngsters, a health clinic for all or a barangay hall for holding meetings or festive gatherings. All of these are possible only if you could get in touch with the right people to make them happen. Here's where this module can help you. It will guide you step by step in writing a simple project proposal that your local government or a sponsoring agency can take seriously and consequently give you what you are requesting.

By effectively seeking the help of your local government through a written proposal, you will be doing your part in helping your community. You will then be able to gain the appreciation of your fellow community members.

This module will teach you how to identify the needs of your community and state them clearly in a project proposal. It is made up of three lessons:

Lesson 1 – *Starting the Project Proposal*

Lesson 2 – *The Body of the Proposal*

Lesson 3 – *Putting the Proposal Together*



## Wait!

Before you study this module, make sure you have already read the following modules:

- ◆ *Expressing Ideas and Feelings; and*
- ◆ *Effective Writing.*



## What Will You Learn From This Module?

After studying this module, you should be able to:

- ◆ identify the needs of your community;
- ◆ create problem statements for project proposal topics;
- ◆ write objectives for a project;
- ◆ list the steps to be taken to accomplish an objective;
- ◆ design a budget plan;
- ◆ describe the benefits of a project; and
- ◆ draft a project proposal observing the correct format.



## Let's See What You Already Know

Before studying this module, take this simple test first to find out how much you already know about the topics to be discussed.

Listed below are the five basic components or parts of a project proposal.

- A — Introduction/Background/Rationale of the Project
- B — Problem Statement and Proposal Objectives
- C — Plan of Action and Schedule of Activities
- D — Budget for the Project
- E — Importance of the Project

The following statements are either definitions or examples of certain parts of a project proposal. Identify each component being described by writing the letter corresponding to it in the blank.

- \_\_\_\_\_ 1. The importance of the project for the community members
- \_\_\_\_\_ 2. Assessment of needs and reasons for the proposal
- \_\_\_\_\_ 3. Estimated expenses
- \_\_\_\_\_ 4. The reduction of infant mortality rate
- \_\_\_\_\_ 5. Evaluation of the project
- \_\_\_\_\_ 6. A request for ₱100000 for a period of four months
- \_\_\_\_\_ 7. Our barangay clinic needs to be repaired and expanded
- \_\_\_\_\_ 8. Steps to be taken to achieve the objectives

Well, how was it? Do you think you fared well? Compare your answers with those in the *Answer Key* on page 31 to find out.

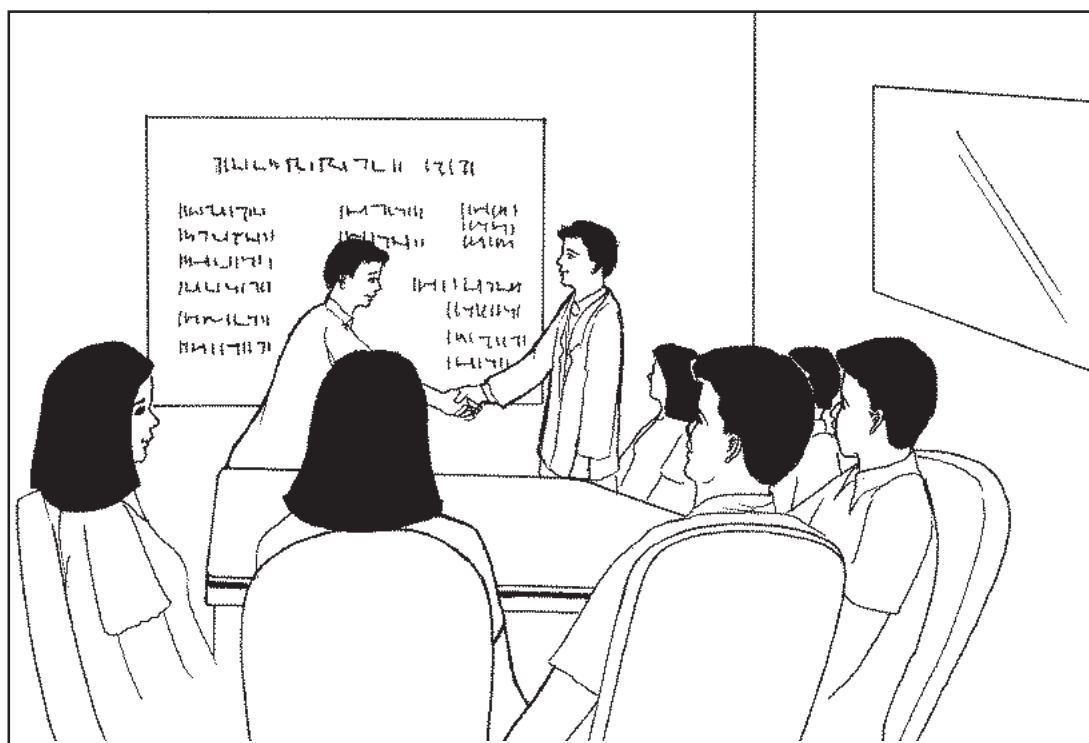
If all your answers are correct, very good! This shows that you already know much about the topics in this module. You may still study the module to review what you already know. Who knows, you might learn a few more new things as well.

If you got a low score, don't feel bad. This means that this module is for you. It will help you understand some important concepts that you can apply in your daily life. If you study this module carefully, you will learn the answers to all the items in the test and a lot more! Are you ready?

You may go now to the next page and begin Lesson 1.

## Starting the Project Proposal

Before you can prepare a project proposal, you must first identify what you badly need in your community. It's not really difficult to think of what your community lacks. The need you have identified shall be the basis of your project proposal. What is the project about? After determining what your community needs, you should then put it into words. It is important for you to state the need clearly in your proposal.



Your aim in writing the proposal is to get the support of your local government or any government agency for your project. It would be good for everyone if your proposal gets approved right away. All people concerned will get what they want as soon as possible thereby making a lot of people happy.

This lesson will help you become more aware of your community's needs. You can then be able to put those needs into words appropriate for the introduction of a project proposal. Are you ready?



## Let's Think About This

Look around your barangay. Figure out what it still lacks. What does your community badly need?

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The answers to this may vary because they are dependent on your community's need.



## Let's Learn

What does your barangay badly need? Does your barangay have any problems that need to be addressed right away? Think of two problems your barangay is facing right now.

1. \_\_\_\_\_
2. \_\_\_\_\_

In my own barangay, I have identified these two problems:

1. lack of clean water supply; and
2. lack of a good day care center.

Now that you have identified two problems in your barangay, what possible solutions can you think of?

Problem # 1

1. \_\_\_\_\_

What are needed:

- a. \_\_\_\_\_
- b. \_\_\_\_\_

Problem # 2

2. \_\_\_\_\_

What are needed:

- a. \_\_\_\_\_
- b. \_\_\_\_\_

Here are my proposed solutions to our own barangay's problems.

Problem # 1

1. Lack of clean water supply

What are needed:

- a. a community deep well
- b. educating the community on the benefits of boiling drinking water to avoid diseases

Problem # 2

2. Lack of a good day care center

What are needed:

- a. a new community day care center
- b. a makeshift community day care center if funds are still lacking

What did you notice in my examples? A community problem may have two or even more possible solutions. Based on your own list, identify which solution you can act on immediately.

The needs of different communities vary. However, certain communities may have common needs. Examples of these are a basketball court, a community center or barangay hall, a health clinic, a playground, a police outpost, a deep water well and even new roads.

Did you write some of these things in the previous activity? If you did, then you are on the right track. If you had different answers, that's okay. As said earlier, the needs of one community may differ from those of another. Now, identify the need that has to be acted on immediately. It must be something really important for the community or something that is easy to accomplish.

Have you decided on something already? If you have, then you now have a basis for your project proposal. A **project proposal** is a written proposal presented to people who can help you address your community's needs.

The **introduction**, the first part of a project proposal, will be the topic of this lesson. This is where you state the specific need of your community. Based on it, you state the purpose of the proposal. It should also tell why you think the need is important.

This part must be brief, clear and direct to the point. It should include a description of your community and how the proposed project can respond to the community need you have identified. It should also give reasons why the community deserves to be given funds for the project.

Possible reasons may be:

- a. The barangay officials need a meeting place.
- b. Young people need recreational facilities or a playground to encourage them to engage in physical activities.
- c. The community needs clean water supply to avoid diseases.

The only difficulty you may encounter in writing this part is how to present the need concisely while stating how urgent it is.



## Let's Review

Imagine that you want to get together with all the other members of your community but you cannot find a place big enough for this purpose.

1. What do you think your community lacks?

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2. Why is it important for this need to be met?

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3. Can you think of reasons why your community needs this badly?

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Compare what you wrote with the sample answers in the *Answer Key* on page 31. How well did you do? Do you have similar answers to mine?



## Let's Study and Analyze

You've had some practice in gathering reasons for the Introduction/Background of the proposal. Now take a look at a sample below:

Barangay Mabuhay has a population of about 60000 with 975 households. The barangay's main sources of livelihood are fishing and agriculture. However, a large number of people are skilled in making certain handicraft such as *buri* mats and *piña* cloth. Most of them work at home. But there are many unemployed people who are interested in learning crafts and other livelihood skills.

Because of this, there is a great need for a barangay livelihood center where craftsmen can work and perhaps train those who are interested to learn. It has become an urgent need therefore that a building be put up to accommodate them. This way they will also have a common commercial outlet wherein they can display and sell their goods. This building can also provide them a place where they can work together and share ideas and resources with each other. This will also be a very good venue for livelihood training and group meetings. With a livelihood center, large equipment can be purchased such as a weaving loom or buri drying machine for everyone to use. Such center can be put up in the vacant lot behind the barangay chapel.

Notice that the problem statement is short, clear and direct to the point. These are the characteristics of a good problem statement. A short description of the community is stated. The community problem is then given followed by a reason for the need based on the community's point of view. Then, the reason for addressing the need of the community is stated. A problem statement may also include the benefits the project can bring to the community in the long run.

Do you now see why the problem statement must be kept simple, clear and direct to the point? Remember, you are trying to convince sponsoring agencies that the need deserves to be met and is worth their support.



## Let's Try This

Rewrite the following problem statements. Note that they are wordy making their messages unclear. Make sure that your problem statement is short, clear and direct to the point.

1. I would like to humbly ask of the government, that it give this proposal the utmost attention, for it is indeed worthwhile to know that our community is without a police station. We are in terrible need of a station due to the fact that there is never a designated place for us to file our complaints in nor is there a unified system operating from one location for all transactions dealing with police matters.  

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2. We, the people of the community, are very conscious of the number of crimes that happen around us and we have all been extra worried these past few months because some arrested thieves were put in the town hall overnight and it is just not a safe enough place to put criminals in. We as a community feel that we need a more secure locked facility to house these criminals so that the rest of us can sleep more easily and that we are assured that criminals cannot escape that easily to go back and commit more crimes against the people of this community.  

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3. I would just like to emphasize that the condition of our main roads is really bad. They are, in fact, no longer suitable to be called roads because they are impossible to drive on. How are we to get our deliveries on time if the roads are in such bad condition that it takes twice as long to get into our town, not to mention that it is not particularly safe when fragile goods are being



transported, let alone when people are commuting?

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Compare what you wrote with the sample answers in the *Answer Key* on page 31. How well did you do? Did you get similar answers to mine?



## Let's See What You Have Learned

Imagine that your barangay has only one telephone line. It's always busy because so many people use it at the same time. Therefore, there is a need for another line so that more people can use the telephone.

Listed below are possible reasons why your barangay needs another telephone line. Choose the two best reasons that you think will convince your government to address this need. Check their corresponding boxes.

- ☐ The telephone company will profit more because more people will use the phone.
- ☐ It will give the youngsters something to do because they enjoy talking on the phone.
- ☐ Emergency calls can be received faster because there will be more working telephone lines.
- ☐ To give the electricians in the community work—setting up the telephone poles and wires.
- ☐ More business transactions can be made over the phone.

Based on the need stated in the first part of the test and the two reasons you picked out from the list, create a good problem statement.

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Compare your answers with those in the *Answer Key* on page 32. How well did you do? If you have similar answers to mine, then you have understood the lesson well. If your answers are different, review the parts of the lesson that you did not fully understand and do this activity again afterward.



## Let's Remember

- ◆ A **need** is something that is lacking. It is something that you would like to have in the future.
- ◆ The **problem statement** identifies the need the project aims to meet. It also tells why the project is important.
- ◆ A well-written problem statement is brief, clear and direct to the point.

## The Body of the Proposal

After learning how to write problem statements properly, you are now ready to study how to write the other parts of a project proposal. This lesson will teach you all this and more. Are you ready?



### Let's Learn

Urgent problems and needs must be solved immediately. Addressing these needs should be our primary objective. **Objectives** are what we want to accomplish. They provide descriptions of the goals of the various activities in our proposal.

To learn how to set objectives, study this example. Suppose a road in your neighborhood is worn-out and full of potholes. These potholes can cause damages to vehicles and therefore need to be filled immediately. Having identified the problems, what does your neighborhood need most?



If you said better roads, you are correct.

Knowing the problem and what you need, you can now state your objective. Your neighborhood needs better roads where vehicles can pass through without becoming damaged. From this need, you can now state your objective. It may be:

- ◆ To provide better roads where vehicles can pass through without becoming damaged

Note that your objective gives the reason as to why you want your roads repaired.

Notice here that our objective is “to provide better roads” and not to lay “asphalt to even them out” or “to concretize them.” These statements provide the method or how your proposed project can be accomplished. These will be discussed in detail later.



## Let's Try This

Given below are several statements. Tell whether each statement expresses an objective or a method of meeting a need. In the space provided, write **O** for objective and **M** for method.

- \_\_\_\_\_ 1. Extending pipes from the main water line
- \_\_\_\_\_ 2. Providing a venue for villagers to gather and hold community functions
- \_\_\_\_\_ 3. Building humps at road intersections
- \_\_\_\_\_ 4. Improving the nighttime safety of the villagers
- \_\_\_\_\_ 5. Allowing community members access to up-to-date information
- \_\_\_\_\_ 6. Assembling the electrical parts of street lamps
- \_\_\_\_\_ 7. Providing villagers with continuous water supply
- \_\_\_\_\_ 8. Building the foundations of a town hall
- \_\_\_\_\_ 9. Reducing the incidence of car accidents
- \_\_\_\_\_ 10. Constructing bookshelves for the community library

Compare your answers with those in the *Answer Key* on page 32. How well did you do? Did you get all the answers right?



## Let's Review

For each problem and need identified below, write an objective in the space provided. The first one has already been done for you.

1. *Problem:* Increasing number of drug addicts among the youth  
*Need:* Basketball court  
*Objective:* To provide a basketball court where the youth can spend their leisure time to lessen the incidence of using drugs
2. *Problem:* Increasing cases of water-borne diseases  
*Need:* Clean source of drinking water  
*Objective:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. *Problem:* Senior citizens have no source of income  
*Need:* Livelihood training program  
*Objective:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. *Problem:* Increasing crime rates  
*Need:* Police outpost  
*Objective:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. *Problem:* High incidence of malnutrition among children  
*Need:* School-based feeding program  
*Objective:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Compare what you wrote with the sample answers in the *Answer Key* on page 32. How well did you do? Did you get similar answers to mine?



## Let's Learn

After listing down your objective, you can now make your plan of action. List down the steps you will take to solve the problem.

Your plan of action should be clear. It must include all the activities you plan to do to complete the project in proper order as well as the personnel needed for each activity.

Your plan of action must be realistic and must consider your available resources such as time and money.

You may also state in your plan of action how your method differs from other methods. Stress its effectivity considering your community's present situation.

Study the plan of action below on putting up a livelihood center for training and other community-based livelihood activities.

### **Plan of Action for the Barangay Mabuhay Livelihood Center**

- A. Approval and release of budget (5 days)
- B. Bidding for the construction of the livelihood center (2 weeks)
  - 1. At least three contractors to be invited to give sealed bids for the building construction
  - 2. Contractors to propose structural and architectural plans for the building
- C. Choosing a building contractor and approval of architectural design (1 day)
  - 1. To be done by a barangay council committee chosen at a council meeting
  - 2. The approved design and building contractor chosen to be announced in the regular barangay meeting and posted on the barangay hall bulletin board
- D. Construction of the building under barangay council supervision (6 months)
- E. Assignment of building personnel (2 days)
  - 1. Appointment of 2 full-time personnel for the building, a building caretaker and a livelihood trainor/specialist by the barangay council
  - 2. Orientation and training of the building personnel
- F. Formulation of a livelihood project implementation plan (1 week)
  - 1. Formulation by a committee headed by the livelihood trainor/specialist and proposed to the barangay council for approval
  - 2. Initial one-year project implementation plan to be presented and approved in a barangay council meeting
- G. Dry run of building operations (1 month)
  - 1. Introduction of the services of the livelihood center to the community through project promotions
  - 2. Dry run to last for one month
  - 3. Evaluation of community response to dry run
- H. Formal opening of the facility and start of full livelihood center operations (1 day)

If you were the sponsoring agency, based on this plan of action, would you approve and support the project proposal for a livelihood center? Why/Why not?

If I were the head of the sponsoring agency, I would approve the proposal because the plan of action is complete and logical. The activities related to the project are presented in an orderly and chronological manner. The inclusive dates for each part of the plan of action should be included. If you are not sure when the project will start, you may just indicate the time frame for each step as in the example. Can you now make a plan of action for your proposed community project? Remember to make it brief, direct to the point and complete.

Don't be afraid to suggest new ideas and innovations! Just make sure that what you will recommend is realistic and attainable.



## Let's Try This

Suppose your project is to promote the National Immunization Day to be held next month. You want all the babies in your community to be immunized. Create a plan of action using the space provided below. Be sure to indicate the time frame.

Plan of Action for the National Immunization Day Community Promotion Project	
1.	_____
	_____
2.	_____
	_____
3.	_____
	_____
4.	_____
	_____
5.	_____
	_____
6.	_____
	_____
7.	_____
	_____
8.	_____
	_____

Compare your plan of action with the sample in the *Answer Key* on page 33. How well did you do?



## Let's Think About This

It is important to determine the materials you need to complete your project. Know your available resources. You can ask around so you'll know where to get them at the lowest or most reasonable prices. You also need to determine the time required for each activity. This way, you can approximate how much time you will need to finish the project.



## Let's Learn

Projects require money. You have to purchase materials for your project in order to realize your objectives.

In planning a project, a budget must be specified. A **budget** is a list of estimated expenses needed to achieve your objectives. This list must be carefully evaluated. Do not include items that are not necessary for the project's completion. For example, renting a bulldozer isn't really necessary in building waiting sheds so it shouldn't be included in your budget.

In the previous example of constructing a livelihood center, the act of hiring of a building contractor makes budgeting easier. Contractors usually give package quotations regarding the cost of a project. You can present this to the funding/sponsoring agencies. Competing contractors usually try to outbid each other when presenting their estimated project cost. The project is awarded to the lowest bidder. However, the livelihood center project has other expected expenses. Since hiring personnel is part of the project, this should also be included in the budget. Other costs like expenses for the opening ceremonies may also be included. Make sure that you canvas or determine the market prices of the needed materials before you make a budget proposal. This way, you can avoid problems related to inadequate budget later on.

Study the proposed budget for the livelihood center on the next page.



### Budget Proposal for Barangay Mabuhay Livelihood Center

	Cost
<b>Building Construction</b>	<b>₱564567.25</b>
Based on a bid submitted by XYZ Construction Company (for a one-story, three-room, concrete structure with basic structural components)	
<b>Salaries</b>	<b>156000.00</b>
Livelihood trainor/specialist ₱5000/month for 2 years	₱120000.00
Building caretaker ₱1500/month for 2 years	36000.00
<b>Personnel Training Expenses</b>	<b>15500.00</b>
<b>Training Equipment</b>	<b>104913.42</b>
Weaving loom	
₱12000.00 × 3	₱36485.32
Buri drying machine	34050.10
Dyeing Machine	34378.00
<b>Furniture and Fixtures</b>	<b>78000.00</b>
<b>Office Supplies</b>	<b>10000.00</b>
<b>Computer</b>	<b>8000.00</b>
<b>Operations Expenses</b>	<b>130000.00</b>
<b>Opening Ceremonies</b>	<b>15560.00</b>
<b>TOTAL</b>	<b>₱1082540.60</b>

What did you learn about preparing a budget for a project proposal? Do you think it's difficult to prepare a budget? It would not be so if you keep these pointers in mind:

1. Make your budget as simple and clear as possible. The sponsoring agency must be able to readily identify its parts. The necessary details or breakdown of expenses should be clearly shown.
2. Organize your proposal well. Group the expenses according to their classification. Columns must be maintained for easier computation.
3. Do some research on your sponsoring agency to find out its specific requirements for proposals and the usual amounts of grants so you can tailor your budget to meet their standards. This way, your project has a bigger

chance of being approved. You can also ask for copies of proposals that have already been approved for comparison.

4. Prepare your budget up to the last centavo. Sponsoring or funding agencies usually do a thorough auditing or cost monitoring of their sponsored projects.
5. Make sure your computations are correct. This conveys integrity and trustworthiness on your part.

Are you ready to prepare your own budget proposal now?



## Let's Try This

- A. Given below are some facilities that a community might need. In the space provided, list essential things that one would need to have these things put up including their costs. You may ask your local handyman, contractor or any reliable person on this matter. Make sure that the prices you listed are realistic.

1. Basketball court

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2. Cement road (two-kilometers long)

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3. A town pavilion

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4. Two waiting sheds

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5. Fifteen street lamps

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- B. Prepare the budget for a project proposal with the following set of expenses. You may pattern your answer on the example shown on page 17. Assign names for groups of expenses to make your proposal more organized. Use a separate sheet of paper for this activity.

Shovel	(4 shovels at ₱567.00 each)
Ditch diggers	(4 diggers at ₱570/day for 5 days)
Pick axe	₱360.00
Buckets	(4 buckets at ₱56.50 each)
Cement	(4 sacks of cement at ₱445.00 each)
Gravel and sand	₱1230.00
Roofing materials	₱4059.85
Pulley system	₱780.60

Compare your answers with those in the *Answer Key* on pages 33 to 35. How well did you do? Did you get all the answers right?



## Let's Review

Situations that pose certain problems are listed below. In the space provided, state the objectives of a proposal that can respond to this problem. Provide a detailed description of the steps to be taken in carrying out the objectives.

1. When people in your community get sick and have to see a doctor, they go to the nearest clinic which is almost an hour away! This is not very convenient since a very sick person needs immediate attention. You therefore propose to put up a clinic within your community.

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2. There is news that there are many kids in your community who are getting into drugs. You learned that another community started a sports program to get the youth in their community off drugs. What can your community do toward the same goal? You then propose that regular basketball tournaments be held in your community.

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3. You live on a busy street. Traffic gets so heavy sometimes and vehicles come and go very fast. You have children and they always want to play outside with their friends since there is not much room inside your house for them to run around in. As a result, you propose that a children's playground be built in your community.

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Compare what you wrote with the sample answers in the *Answer Key* on pages 35 and 36. How well did you do? Did you get similar answers to mine?



## Let's See What You Have Learned

- A. Recall the playground project in a previous activity. Prepare a simple budget for this.

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- You noticed that whenever your barangay officials have a meeting, they hold it on the sidewalk in front of the barangay captain's house. There never seems to be a place for them to gather around. The sidewalk isn't really a good place to hold meetings in because people snoop around and make a lot of noise. Passing cars and other vehicles also cause distractions. You then decide to propose to build a barangay hall.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- ◆ An **objective** is what you would like to accomplish. Once this is achieved, the need is addressed.
- ◆ A project becomes successful only if your objectives or needs are met.
- ◆ A **plan of action** is a detailed description of all the activities related to a project proposal including the amount of time it will take.
- ◆ Know your project! Include only the materials you really need in your budget.
- ◆ In stating your budget, make sure that all necessary expenses are included.

## Putting the Proposal Together

So far you have already learned how to write three of the components of a project proposal—the problem statement, the plan of action and the budget. You have done very well up to this point. You are about to complete an entire project proposal. The last component—the benefits derived from the project will be taken up next.

Study the flow of the various parts of a project proposal. First, you think about what your community needs and why, then you state your objectives and make a plan of action. Finally, you prepare a budget including a time frame for the project. What do you think comes next?

The conclusion, of course! Then you will have a simple yet effective project proposal.

This lesson will teach you how to present all the benefits of the project as well as who its beneficiaries are. Let's get started then.



### Let's Try This

Remember that you are writing a proposal for your whole community. The proposal, therefore, has to meet its members' needs. Can you name specific groups of people within your barangay who would benefit from a newly-built community center?

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Compare what you wrote with the sample answer in the *Answer Key* on page 37. How well did you do? Did you get a similar answer to mine?



## Let's Learn

Working on a project proposal for your community's benefit is good and noble. You must never forget that you are trying to serve your community. But the community is made up of so many different people and subgroups. Each of them will benefit from the project in different ways.

The conclusion should show why approving the project is a good decision. It is directly related to the first part—problem statement. You do not even have to consider the other components to write this last portion. Just concentrate on the “need” you identified at the beginning of your proposal. You must evaluate and show that your proposal will benefit the community. In this part, you should indicate everyone who will benefit from your proposed project as well as what they will gain.

Examples of beneficiaries:

1. Mothers
2. Children
3. Fathers
4. Businessmen
5. Poor people
6. Farmers
7. Police officers

Now let us apply the guidelines mentioned above. Pretend that you are writing a proposal for a community center to be built in your community. State that there is a need for this because there is no place where community members can go to for meetings and recreation or fun.

Remember to state who will benefit from this. Look at the sample conclusion I wrote below.

A community center would be beneficial to all the members of our community—housewives, children, youth, professionals and businessmen. Investing in this project would ensure a safe place for children to hang out and play as well as learn from the facilities provided by the center. Housewives and mothers no longer have to worry that their children might be wandering in the streets because they are safe at the center. Fathers and mothers can simply gather and talk with friends, have a few drinks and maybe even a party with all the other families in our community. Farmers and others can also use the center's rooms for their seminars and general meetings. People can go there and have fun for free. It could even be a free learning center to educate those who want to learn but cannot afford to go to school. Even businessmen can earn by setting up small stores or canteens inside the center, which would provide food and other kinds of services for everyone. The benefits from a center are so varied that they can well accommodate almost every community member's needs.

From this you can clearly see that almost everyone in the community can benefit from the center you are proposing to build.



## Let's Review

Using the problem statement below, answer the following questions concerning a program's benefits.

### Problem Statement

This proposal aims to have a barangay center built. The community members can then have a place to gather in for different purposes, like a barangay meeting, prayer service or training/seminar. The barangay center can also be used for other things, like storing books for a mini-library, a play area for children or a place for students and other people to work on projects in.

From the list below, select the people that can benefit from a barangay center in a provincial community by checking the box corresponding to each option.

- ☐ animals
- ☐ farmers
- ☐ Metro Manila actors
- ☐ Australians
- ☐ barangay captains and other officials
- ☐ people from Mindanao
- ☐ mothers
- ☐ fathers
- ☐ civic organizations
- ☐ young people from the barangay

Compare your answers with those in the *Answer Key* on page 46 before continuing with the rest of the activity. How well did you do? Did you get all the answers right?

Now, answer the following questions briefly.

1. How would farmers benefit from a barangay center?

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2. How would mothers benefit from a barangay center?

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3. How would the young people benefit from a barangay center?

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4. Based on your answers to questions 1 to 3, state how this project can benefit the said community.

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Compare what you wrote with the sample answers in the *Answer Key* on pages 37 and 38. How well did you do? Did you have similar answers to mine?



## Let's Think About This

If you understood the lessons, you can apply what you learned in writing good project proposals for your community. A proposal is similar to other kinds of written work. How are they similar? Have you noticed that they generally follow the same format? Do you know what this simple format is?

To know the answer to this brain-teaser, read on and we shall elaborate on this.



## Let's Learn

Most written outputs follow the same simple format with three main parts: introduction, body and conclusion.

This is the same format project proposals follow:

1. **Introduction** — this is similar to the problem statement or rationale of the project proposal
2. **Body** — this is composed of the plan of action and the proposed budget
3. **Conclusion** — this is similar to the evaluation part or that part stating the benefits of the project

Now, let's study the complete outline of a simple project proposal below.

1. **Title**—usually a shorter version of the problem statement or simply the “need”  
*Example:* A Proposal for the Construction of a Barangay Center
2. **Sender**—your name as the author of the proposal and address for mailing purposes  
*Example:* by Jose Cortez  
116 Rubi Street, Lot 3, Blk. 58  
Barangay Selino, Poblacion  
Sta. Fe, Nueva Vizcaya
3. **Date**—the day you plan to submit your proposal and the estimated time it will take you to complete the project  
*Example:* 24 June 2000  
Construction time: 3 months
4. **Problem Statement**— the “need” and why it needs to be met stated in a paragraph describing the contents of the proposal with a proper heading  
*Example:* Problem Statement  
This proposal is for . . .
5. **Objective**—what the proposal aims to do  
*Example:* Objective  
This proposal aims to . . .
6. **Plan of Action**—the steps you plan to take and a time frame in which to finish the proposed project  
*Example:* Plan of Action  
This proposal can be met . . .
7. **Budget**— the estimated cost of the entire project  
*Example:* Budget  
The requested amount for this proposal is . . .
8. **How This Project Will Benefit My Community**—conclusion which mentions who the beneficiaries of the project are and what they can gain  
*Example:* How Will This Project Benefit My Community  
The project will be beneficial for . . .

These are the eight parts of a project proposal in their proper order. On the next page, study a sample of a simple project proposal. This will help you visualize the format and how the final proposal will look.

## PROJECT PROPOSAL FOR TWO CELLULAR TELEPHONES

by Jose Cortez  
116 Rubi Street, Lot 3, Blk. 58  
Barangay Selino  
Sta. Fe, Nueva Vizcaya

16 July 2000

Project duration: Approximately one week

### Problem Statement

This is a proposal for two cellular telephones to be provided for community use. The two phones shall be kept and maintained at the barangay hall and the chairman's residence, respectively. The telephones are necessary since land-based phone lines have yet to be put up in the barangay. Emergency calls can be received more quickly and easily so that everyone concerned can be immediately notified.

### Objective

To propose the purchase of two cellular phones for community use to provide members with communications facilities

### Plan of Action

- A. Budget approval
- B. Purchase of two cellular phones (1 week)
- C. Trial run—payment shall be on a per call basis (1 month)
- D. Evaluation of communications service (2 days)
- E. Formal operation of the call center at the barangay hall and chairman's residence.

### Budget

Estimated budget ₱13000.00

Cost of Nokia 3210 Cellphone unit with charger

₱6500.00 per unit × 2 units

### How This Project Will Benefit My Community

Because of the lack of available land-based telephone lines, the cellular phones shall provide the community with communications facilities. The project would be beneficial to all members of the community. Having a phone would mean that emergency calls can be made/received faster by everyone. Community members with relatives in the city or abroad can now be contacted. It would also be good for businessmen because they can use them to call their dealers or suppliers and thereby do more business. The cellular phones will be a good investment for the community because they can be used by almost everybody in the barangay for communicating with others.



## Let's See What You Have Learned

- A. Below are the eight parts of a project proposal. They are not in the correct order. Arrange them in the order that they should appear in a project proposal using the numbers 1 to 8.
- \_\_\_\_\_ a. Budget
  - \_\_\_\_\_ b. Date
  - \_\_\_\_\_ c. How This Project Will Benefit My Community
  - \_\_\_\_\_ d. Title
  - \_\_\_\_\_ e. Problem Statement
  - \_\_\_\_\_ f. Sender
  - \_\_\_\_\_ g. Exact Program of Activities
  - \_\_\_\_\_ h. Objective
- B. Identify the part of a project proposal being described below. Write the name of each part in the blank provided. You may refer to the list above.
1. \_\_\_\_\_ This project proposal seeks your help in repairing our main roads to make transportation of goods and people easier, faster and safer.
  2. \_\_\_\_\_ Proposal for a Deep Well
  3. \_\_\_\_\_ The building of a playground would be most beneficial for the children in the community. This will give them an opportunity to play in open air and feel safe.
  4. \_\_\_\_\_ 3 May 2000
  5. \_\_\_\_\_ The total amount we would like to request in order to repair the main roads in our barangay is ₱ 250000 for the period of two months.

Compare your answers with those in the *Answer Key* on page 38. How well did you do? Did you get all the answers right?



## Let's Remember

- ◆ The part of the proposal entitled “How the Project Will Benefit My Community” contains an evaluation of the project.
- ◆ This part indicates who will benefit from the proposed project and what they will actually gain from it.
- ◆ The eight parts of a project proposal in the correct order are: title, sender, date, problem statement, objective, plan of action, budget and “How the Project Will Benefit My Community.”

Well, this is the end of the module! Congratulations for finishing it. Did you like it? Did you learn anything useful from it? A summary of its main points is given below to help you remember them better.



## Let's Sum Up

This module tells us that:

- ◆ A **need** is something that is lacking. It is something that you would like to have in the future.
- ◆ The **problem statement** identifies the need the project aims to meet. It also tells why the project is important.
- ◆ A well-written problem statement is brief, clear and concise.
- ◆ An **objective** is what you would like to accomplish. Once this is achieved, the need is addressed.
- ◆ A project becomes successful only if your objectives or needs are met.
- ◆ A **plan of action** is a detailed description of all the activities related to a project proposal including the amount of time it will take.
- ◆ Know your project! Include in your budget only the materials you really need.
- ◆ In stating your budget, make sure that all necessary expenses are included.
- ◆ The part of the proposal entitled “How the Project Will Benefit My Community” contains an evaluation of the project.
- ◆ The conclusion indicates who will benefit from the proposed project and what they will actually gain from it.
- ◆ The eight parts of a project in the correct order are: title, sender, date, problem statement, objective, plan of action, budget and “How the Project Will Benefit My Community.”



This image shows a full page of handwriting practice paper. It features multiple sets of horizontal lines designed to guide letter formation. Each set typically consists of a solid top line, a dashed midline, and a solid bottom line. These lines are repeated down the entire page to provide a structured environment for practicing cursive or other handwriting styles. The paper is otherwise blank, with no text or markings.

30



## Answer Key

### A. Let's See What You Already Know (pages 2–3)

- |      |      |
|------|------|
| 1. E | 5. E |
| 2. A | 6. D |
| 3. D | 7. A |
| 4. B | 8. B |

### B. Lesson 1

#### *Let's Review (page 7)*

1. The community needs a building big enough for all the community members—a barangay hall would be appropriate.
2. It is important because community members have to gather many times for different reasons like a barangay meeting, fiesta, prayer service or seminar. They must have a place for such gatherings.
3. The building can be used for other purposes like storing books for a mini-library, serving as a play area for children or a place to work on projects in.

#### *Let's Try This (pages 8–9)*

The answers to this may vary but below are some possible answers.

1. I propose that a police station be built in our community. It will help our police officers serve us more efficiently. The police station can also serve as a center where people can go to for help on peace and order problems.
2. The residents of Barangay Sikat present this project proposal for a prison cell to be built in our police station. At present, arrested people are put in the town hall. The people would feel safer if these criminals were securely locked up and unable to do more harm. A prison cell is essential to stop more crimes in our community.
3. This project proposal is seeking help for the repair of our main roads. Better-conditioned roads will make transportation of both goods and people easier, faster and safer.

*Let's See What You Have Learned (page 9)*

Check the following:

- ☒ 4 Emergency calls can be received faster because there will at least be two working telephone lines.
- ☒ 4 More business transactions can be made over the phone.

The answer to this may vary but below is a sample problem statement.

This proposal presents our community's need for another telephone line. With this, emergency calls can be received and responded to more quickly. Business transactions can be made without delay and more goods and services can be provided to the community members.

**C. Lesson 2**

*Let's Try This (page 12)*

- |      |       |
|------|-------|
| 1. M | 6. M  |
| 2. O | 7. O  |
| 3. M | 8. M  |
| 4. O | 9. O  |
| 5. O | 10. M |

*Let's Review (page 13)*

- 1. To provide safe drinking water from a deep well to the community members
- 2. To provide senior citizens with sources of income through a livelihood training program
- 3. To decrease the incidence of crime in the community by constructing a police outpost
- 4. To reduce the incidence of malnutrition among children in the community through a school-based feeding program



*Let's Try This (page 15)*

**Plan of Action for the National Immunization Day  
Community Promotion Project**

1. Inform and coordinate with the local health agency about your community's participation in the project. (2 days)
2. Meet with barangay officials and community health personnel regarding the project. (1 day)
3. Draft a project implementation plan to be presented and approved by the barangay officials. A schedule of activities should be provided. (4 days)
4. Request for promotional materials from the local health agency. (2 days)
5. If these are not available, coordinate with other community-based organizations (Sanguniang Kabataan, etc.) in producing campaign materials. (2 days)
6. Actual community-based promotional campaign for the approved activity. (This may include setting up streamers/banners, posters, public discussions and house visits.) (2 weeks)
7. Observing and helping out during the actual immunization activity. (1 day)
8. Overall evaluation of the activity. (1 day)

*Let's Try This (pages 18–19)*

The answers to this may vary but below are given some possible answers.

- A. 1. Basketball court
- a. Backboard materials
    - (1) Wood for the backboard
    - (2) Basketball rings
    - (3) Metal frames for the backboards and the rings
    - (4) Wooden posts for board stands
  - b. Paving materials
    - (1) Cement for paving the court
    - (2) Paint for the lines and borders
  - c. Bleacher materials
    - (1) Movable metal frames
    - (2) Wooden boards
    - (3) Nails, screws and other carpentry materials
    - (4) Welding equipment

- d. Labor
  - (1) Construction workers
  - (2) Welders
- e. Lighting materials
- f. Score board materials
  - (1) Wood
  - (2) Paints
- 2. Cement road
  - a. Steel frames for support
  - b. Cement, sand and gravel for concrete
  - c. Plastic cones to fence off the work area
  - d. Construction workers to build the road
- 3. Town pavilion
  - a. Metal supports for the main structures
  - b. Cement, sand and gravel for main frames
  - c. Wood for scaffolding and framework
  - d. Wooden fixtures of the pavilion
  - e. Pebbles, tiles and other finishing materials
  - f. Roofing materials
  - g. Wires, bulbs, tubes and switches for electrical fixtures
  - h. Construction workers
- 4. Two waiting sheds
  - a. Cement, sand and gravel for concrete
  - b. Metal supports
  - c. Tiles or galvanized iron sheets for roofing
  - d. Laborers
- 5. Fifteen street lamps
  - a. Lots of bulbs and long cables/wires
  - b. Lamp posts
  - c. Switches
  - d. Metal poles to hold and protect the electrical fixtures
  - e. Workers to install the fixtures on the telephone poles

B.

Proposed Budget for Construction of a Deep Well		
		Cost
<b>Construction Tools</b>		<b>₱ 2854.00</b>
Shovel	₱ 2268.00	
( ₱ 567.00 x 4 pieces)		
Pick axe	360.00	
Buckets	226.00	
( ₱ 56.50 x 4 pieces)		
<b>Construction Materials</b>		<b>7069.95</b>
Cement	₱ 1780.00	
( ₱ 445.00 x 4 sacks)		
Gravel and sand	1230.00	
Roofing materials	4059.85	
<b>Pulley System</b>		<b>780.00</b>
<b>Laborers</b>		<b>11340.00</b>
Ditch diggers	₱ 11340.00	
( ₱ 567.00/day for 5 days)		
<b>Total</b>		<b>₱ 22043.95</b>

*Let's Review (pages 19–20)*

The answers to this may vary but here are some possible answers.

1. Proposal objective: To put up a community-based clinic

Steps:

- a. Identify the site of the community-based clinic
- b. Call a community meeting regarding the plan to determine the budget and other implementation strategies
- c. Assign a doctor to serve as the community's resident physician
- d. Design and construct the clinic if no existing structure can be adapted for its use
- e. Purchase medical equipment and supplies
- f. Start clinic operations

2. Proposal objective: To hold regular basketball tournaments for the young people of the community

Steps:

- a. Call a barangay meeting and present the plan
- b. Approve plan to hold regular basketball tournaments
- c. Identify the site for the basketball tournaments
- d. Determine game schedules
- e. Assign referees and other game officials through an organizing committee
- f. Promote the activity among the youth of the community

3. Proposal objective: To provide a safe playground for children

Steps:

- a. Identify the site
- b. Call a barangay meeting to present and approve the project
- c. Clean the site and put up the play equipment
- d. Construct a perimeter fence
- e. Open the playground to the public

*Let's See What You Have Learned (pages 20–21)*

- A. The answer to this may vary but below is given a possible answer.

<b>Proposed Budget for a Community Playground</b>		
		<b>Cost</b>
<b>Construction of playground fence</b>		<b>₱ 9350.00</b>
Cement and other materials	₱5600.00	
Paints	1250.00	
Labor	2500.00	
<b>Playground equipment</b>		<b>21380.00</b>
(Costs based on bid of PQR Metalworks Company)		
See-saw	₱3600.00	
Benches	4230.00	
Swing	4200.00	
Slide	5350.00	
Monkey bars	4000.00	
<b>Total</b>		<b>₱30730.00</b>

B.

### **Proposal for a Barangay Hall**

**Objective:** To build a one-room barangay hall for the use of the community officials and other community members during meetings and other functions

#### **Plan of Action**

1. Approval of budget (1 week)
2. Contractor bidding for construction of the project (2 weeks)
3. Actual construction (6 months)
4. Presentation to the community and actual use (1 day)

#### **Budget**

The total project budget is estimated at ₱ 150000 based on the bid submitted by PPP Construction, Inc.

### **D. Lesson 3**

*Let's Try This (page 22)*

The answers to this may vary but below are some possible answers.

Mothers  
Children  
Fathers  
Businessmen  
Poor people  
Farmers  
Police officers

*Let's Review (pages 24–25)*

Check the following:

- ☒ farmers
- ☒ barangay captains
- ☒ young people from the barangay

The answers to this may vary but below are some possible answers.

1. Using the barangay center for meetings or as a venue for livelihood training and other seminars
2. Using it as a meeting place for an organization, day care area where they can bring their children for preschool instruction or a site for posting announcements

3. Using it as a place where they can meet or conduct certain organizational activities such as Sangguniang Kabataan meetings or site for parties or gatherings

4. How This Project Will Benefit My Community

This would be beneficial to many community members. The farmers may use it as a meeting place or a training area. Mothers can also use it as a day care center. Young people from the barangay can use it as a place for meetings and holding certain activities. It would also serve as a place where the community members can meet and discuss issues and problems that affect their well-being.

*Let's See What You Have Learned (page 28)*

- |    |    |   |    |   |
|----|----|---|----|---|
| A. | a. | 7 | e. | 4 |
|    | b. | 3 | f. | 2 |
|    | c. | 8 | g. | 6 |
|    | d. | 1 | h. | 5 |
- B. 1. Problem statement
  2. Title
  3. How This Project Will Benefit My Community
  4. Date
  5. Budget

## E. What Have You Learned? (page 30)

The answer to this may vary but below is given a sample proposal.

### PROJECT PROPOSAL FOR A BASKETBALL COURT

by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16 July 2000

Project duration: Approximately three weeks

#### Problem Statement

This is a proposal for the construction of a basketball court. Our community needs an area where sports activities can be held especially for the young people.

**Objective:** To construct a basketball court

#### Plan of Action

1. Contractor bidding for construction of the project (2 weeks)
2. The awarding of the contract shall be decided upon during a barangay meeting; the project site shall also be identified during the meeting (1 day)
3. Actual construction of the basketball court (3 months)
4. Presentation to the community for actual use (1 day)

#### Budget

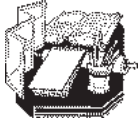
The total project budget is estimated at ₱135400 based on the bid submitted by XYZ Construction Company.

#### How This Project Will Benefit My Community

The building of a basketball court will benefit all the members of our community. Young people will have an opportunity to find their interests and seek enjoyment of sports like basketball and volleyball. They will become healthy and also experience healthy competition to motivate them to succeed.

Older members may also enjoy a healthier life if they choose to play as a form of physical exercise. The court would also be a place to meet, enjoy games, hold friendly sports competitions and develop friendship. It is also a safe place for children to play when basketball games are not being held.

People in the community who are engaged in business can use the basketball court as a temporary site for a trade fair. Small variety store owners can expect an increase in sales during games.



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