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COURSE: CERTIFICATE IN GRANTS MANAGEMENT

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1. Discuss the following individuals who write project proposals clearly explaining the kind of proposals the write:
2. Programme officers in NGOs

Programme Officers are staff resource of the organization that are responsible for the assessment, planning and development of proposals for specific programmes or portfolio. They are responsible for developing project proposals addressing specific identified community needs and proposing on how they it can be handled and hence Project grants. Programme officers in NGOs are trained personnel and specialized in specific sectors or departments as expertise staffs.

1. Government officers

Government officers are civil or federal employees in under different ministries or departments and who, during the project proposal process will support in developing government proposals for funding.

1. Implementers of projects

Implementers of the projects specify in key activities that are to be carried out or undertaken on specific projects. Project implementers are the persons responsible for directly undertaking an activity at the site or location and of which are responsible in drafting of activity based grant proposals.

1. Discuss four motivations that make grant makers (donors) to enter into grant making endeavors.

Grant makers or donors are being motivated by the following;

* Desire to give back to the community through their contribution in order to change or improve a life of the person or community at large. Since most grants are targeting products and not staff, donors are interested in reaching out to the needful and improving their living standards.
* The strong and appealing belief on the mission of the organization, government, community groups or even individual groups. Some Grant makers are interested in the mission statement that explains why such an organization exists or even the business plan is developed for including the overall goals and products.
* With their experienced satisfaction, enjoyment and fulfilment, some grant makers or donors feel good and are always happy to fund specific projects. As per the different studies carried out, some donors enjoy and are ready to donate for a certain course always and at some times, they want to be recognized.
* Some wealthy donors, because of higher tax benefits that they get, are ready and willing to give out grants or make donations.

1. Briefly discuss four factors to consider when writing a problem statement of a development project proposal.

* Nature and extent of the Need or Problem ;

Before attempting to develop a problem statement, there has to be an identified problem in the area of concern that has to be solved to and how it affects the normal living condition. The identified problem should be clearly defined using supportive statistical evidence data or information, and extent of the need or problem facing those that you plan to intervene. The information provided should be compared to both local and national levels, if the incidence of the problem is greater than the state or national rates, then it will be easier to formulate the problem statement.

* Factors contributing to the problem or conditions;

The causes of the identified problem should be clearly identified and noted down and of which should be singly linked to the problem need. The causes might me several and which will also be having different methodologies or approaches for them to be solved.

* Impact of the Need/Problem ;

This denotes the impact outcome of the identified need to an individual or community or institution, etc. It indicates the benefits or successes to be derived or achieved through the intervention or responding to the problem

* Methodologies or strategies of solving the problem ;

Theoretical and practical approaches to address the problem are discussed in this section in reference to what has been conducted in several location and encountered barriers and how to work on them. The Approaches might be many in relation to the conditions that cause the problem

1. What do you understand by the logical framework?

Logical framework denotes a document that gives an overview of the project Goal, objectives, activities and resources needed while also starting how the project will be monitored and

Incorporating assumptions. The tool helps in strengthening project cycle processes through planning, setting of performance indicators, allocate responsibilities and communicate effectively.

Importance of the Logical Framework;

Logical Framework Approach helps in improving a structured project design process as it guides systematic and logical analysis of the key elements of the project making it comprehensive and easily understandable by all the stakeholders as it provides a simple summary of the development initiative key elements in a consistent and coherent way which clearly identifies the broad outlines of the project. This is eminent in testing the project ideas and concepts of relevance and usefulness especially during the initial stages

It improves the quality of project design due to better internal consistency and logic, which provides a link between the design phase and the supervision phase. Therefore, the objectives set at the time of design being used for supervision. It is linked to the higher level indicators of the purpose. For instance, it clarifies the underlying causality intended in the project design and defines indicators to measure progress, and identifies external factors and assumptions which will ultimately determine success. This defines the linkages the project and external factors.

Log frame helps in facilitating project management. It serves as the main references for drawing up detailed work plans, TORs, budgets, etc. The project monitoring and evaluation information systems inform the management which the indicators describe objectives in measurable terms and provide the basis for project monitoring, evaluation. It establishes a framework that makes the underlying rationales and assumptions transparent and helps changes by revising the design. The participation of the stakeholders involved in the project design and management, which is an essential for the sustainability of a project. Thus, it provides a unifying framework for all the stakeholders involved in the project with the consistent and explicit links between objectives and activities over time. It clearly identifies a mechanism to separate out the responsibilities of each stakeholder who can participate in the project management which should result in improved project designs. The key project design is to tackle the causes of the constraint. Therefore, the problem analysis during the project design needed to be addressed.

It is best presented in a matrix form as shown below;

|  |  |  |  |
| --- | --- | --- | --- |
| Objectives & activities | Indicators | Means of Verification | Risks/Assumptions |
| Goal (Impact) |  |  |  |
| Outcomes (Purpose) |  |  |  |
| Outputs |  |  |  |
| Activities |  |  |  |

Terms indicated in the Log frame include;

Goal – it is a broader desired achievement for which the project proposed is necessary

Outcome – Describes the desired development scenario for which the output is necessary

Outputs- It represents achievements which derive from the inputs and are not dependent on other activities

Activities- They are defined tasks that are outlined to achieve the output.

Indicators- they measure to verify to what extent the results are achieved

Means of Verification- These are tools used to obtain information required by the indicators

Risks or Assumptions – Denotes necessary internal or external conditions in order to ensure that the activities will produce results

1. What are the components of a winning proposal? Explain three.

1. Cover letter, title page and abstract

The cover letter describes the agency’s interest and capacity to successfully implement the proposed project. The letter should clearly indicate a brief summary of the project with its components stating the capacity of the organization in implementation. Cover letter also introduces you professionally to grant seeking individual /organization.

The title page will include all the necessary organization details ranging from project title, name of agency, contacts and submission details, prospective funder and details (amount requested) and project duration.

The abstract summarizes the project’s statement problem and projected or expected impacts or outcomes or benefits of the project to be funded, how to assess and verify the project success, importance of your project and also stating who you are using the 5Ws (What, Who, When, Where, Why). Additionally, some granting institutions may also want additional information on the kind of grant and amount or other support you are asking for.

1. Needs statement

A winning proposal should contain clearly defined and identified gap(s) in reference to the project goal and answering the questions on 5Ws (Who, What, When, Where & Why), possible causes leading to the current status, approaches and strategies on how to address the need(s) in relation to initial attempts to have a solution to these problem (s) Key information on statistics is necessary in this section as a reference on current status and proposed plans.

1. Project description that includes goals, objectives, methodologies and evaluation plans

For a winning proposal, the project goal(s) and objectives should be clearly defined. The project goal being a broad statement with a long term goal and ideal outcome at the end of the project. The objectives should be well defined and SMART (Specific, Measurable, Achievable, Realistic and Time bound) and which would be easily be monitored and evaluated at the end of the project life.

Project methodology of a winning proposal denotes how an organization intends to carry out the stated goals and objectives keeping in a sequential order of the planned tasks.

Evaluation plans will be indicating the planned monitoring of activities and how you will be able to measure the success or completion of the process and outcome objectives. Both quantitative and qualitative aspect of the project should be clearly stated if the project is feasible.

References;

1. A guide to the Project Management Body of Knowledge(PMBOK) Guide, Fourth Edition by Project Management Institute
2. ECHO Manual Project Cycle Management by Directorate General for Humanitarian Aid, June 2005
3. The Log frame Handbook: A Logical Framework Approach to Project Cycle Management ,PDF, by The World Bank(2000)
4. Project Cycle management(Participants Manual) by RutgersWPF-www.iandbconsulting.com
5. Planning and Writing a Grant Proposal : The Basics , The writing center , [www.writing.wisc.edu/](http://www.writing.wisc.edu/), 2017