**ASSIGNEMENT 1**

**MODULE 1**

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**COURSE NAME: CERTIFICATE IN GRANTS MANAGEMENT**

**QUESTIONS:**

1. Discuss the following individuals who write project proposals clearly explaining the kind of proposals they write:

i) Programme officers in NGOs

ii) Government officers

iii) Implementers of projects

1. Discuss four motivations that make grant makers (donors) to enter into grant making endeavors.
2. Briefly discuss four factors to consider when writing a problem statement of a development project proposal.
3. What do you understand by the logical framework?
4. What are the components of a winning proposal? Explain three.

**SOLUTIONS**

1. Discuss the following individuals who write project proposals clearly explaining the kind proposals they write:

1. Programme officers in NGOs

A **Program Officer** is an integral part of a foundation or nonprofit organization.

The **Program Officers** oversee **program** development, seek grants and proposals, manage projects, create and oversee budgets for project costs and program expenditures and work closely with other managers, vendors and financial supporters in developing, maintaining and ensuring adherence to budgets and reviewing grant proposals

They generally ensure that an organization’s activities and programs align with the goals and mission statements of that foundation or nonprofit.

The program officers in NGOS mostly write **funding proposal** seeking grants for the NGO to address a need in the community.

The program officers are responsible for researching donors and identifying funding opportunities for the organization and take a lead in the proposal writing process.

The success or failure of a proposal in an NGO largely depends on the skills, commitment, time and the energy of the program officers.

Program officers in the donor organizations are also responsible for review of grant proposals during a given funding cycle.

1. Government officers

The Government officers usually write and submit **proposals** to its parliament.

In other words a legislative or other **proposal** by a **government**, which can for example concern a **proposed** bill, a treaty, or the state budget.

Government officers also write proposals to International bodies such as International Monetary Fund, United Nations and or World Bank to implement projects that may be of national significance to the country.

They also work in collaboration among existing programs and services that help win funding, and **grant writers** often seek and develop partnerships between local **government** and other organizations that can share **grant** resources and **responsibilities**.

Some of their responsibilities include preparing financial monitoring reports and accounts in line with donor reporting and guidelines and accounting standards, they inspect projects implemented to report the viability of the projects.

1. Implementers of projects

**Project implementation** (or **project** execution) is the phase where visions and plans become reality. This is the logical conclusion, after evaluating, deciding, visioning, planning, applying for funds and finding the financial resources of a **project**.

Implementers of projects are the technical people on the ground that make the project a reality.

The **implementation phase** involves putting the **project** plan into action. The activities required to build each deliverable will be clearly specified within the **project** requirements document and **project** plan.

The job of the **project** implementers is to direct the work, but also need **to do** more than deliver the results.

They provide oversight during project implementations and offer technical assistance in case of issues that need technical guidance.

The success or failure of a project is usually determined as a result of the outcomes of the implementation and the project implementers are always tasked with the responsibility of ensuring that all projects are implemented successfully.

With the right amount of planning, implementing and monitoring they always have the opportunity to complete a project on time, on budget and with high quality results, instead of ending up with a project that doesn’t fully meet all the key performance indicators.

In conclusion, different officers are responsible for different roles in the grant making and implementation process but the overall aim is to achieve the goals and objectives of the organization to ensure success of projects and ensure that multiple grants opportunities are availed so as to make the organization to thrive in the long run.

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

**The following are the motivations that make grant makers (donors) to enter into grant making endeavors**

**Well organized proposal sections**

The proposal sections should be well organized, integrated and easy to comprehend for example a cover page which should include the tittle, organization name and accessible contact information, an abstract, executive summary, clear table of contents, nice layout and graphics among others.

These will be able to capture the attention of the funders as it gives clear impression of how organized the proposal is.

**Well researched and documented statement of the problem.**

This is the problem or need to be addressed and strategies to address them. The statement of the problem should be well researched and documented by providing narrative and statistical details, and reinforcing the message with graphs or charts to persuade the reviewer.

The statement of the problem should addresses the funder's priorities and should include Creative or innovative strategies for addressing the need/problem

**Feasible goals and objectives**

Goals and objectives are a very important piece of a grant proposal, create a focus that any organization aims at achieving in the long run.

Goals are broad statements with long term, ideal outcome in mind and objectives are specific statements that will indicate to the reviewer how you plan to achieve your gals.

Objectives should be specific that is to say tell how much of what is to be achieved for instance what percentage to achieve by a certain period, measurable in terms of collecting, detecting and obtaining information from records, achievable by being able to obtain actual results, relevant to the mission by fitting in the overall vision and mission of the group, timed by developing a timeline of when the objectives will be achieved and challenging to set aims on significant improvements that are important to the community members.

**A sound evaluation plan**

Evaluation is a process that critically examines a program. It involves collecting and analyzing information about a program's activities, characteristics, and outcomes. Its purpose is to make judgments about a program, to improve its effectiveness, and/or to inform programming decisions.

An evaluation plan is a written document that describes how you will monitor and evaluate your program, as well as how you intend to use evaluationresults for program improvement and decision making.

The evaluation plan should indicate what success will look like for the project or initiative for instance how the lives of individuals and communities would be better.

Identify your criteria or indicators for judging success that is to say how success will be measured, Determine who will be responsible for collecting data or accessing data sources, Indicate the role of documentation and evaluation in supporting program improvement and determining effectiveness, along with your plan for documentation/ monitoring your efforts, Clearly outline the amount of funding requested for each type of funding sought for instance amount for salaries, travel, and equipment and Describe the results you expect to achieve by the end of the funding period.

In conclusion, funders are usually motivated to enter into grant making endeavors when the proposal is well organized, statement of the problem well documented, goals and objectives well outlined and a sound evaluation plan well stated as discussed in details above

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

**The following are the factors to consider when writing a problem statement of development project proposal.**

**State the community problem or goal to be addressed.** This includes description of the causes of the problem or the circumstances creating the need and the active involvement of the community in defining the problems and goals and planning the approach.

**Document the problem you want to address.**

This shouldinclude data on the scope or level of the problem. This can be inform of text, statistics, and graphs / charts**.**

**Describe how you have determined that this project is needed in your community**

For example through community assessments, surveys or public records that support the need for the project. Document evidence of community concern about the issue, including information from people affected by the problem, those responsible for addressing it, and reports from the media. (You may want to use public forums and focus groups). If available, attach media reports on the issue or problem in thiscommunity.

**State whom the problem or goal most affects and how they are affected by it.**

This can be women, children, and the disabled and disadvantaged people in the community. This should also include demographic and socioeconomic characteristics within the population and the extent of the problem, how the people affected are missing out on important aspects of health care and the basics of what the community can offer and whether or not any previous or existing efforts have targeted the same problem.

Conclusively, a statement of the problem communicates the direction and purpose of the organization, the funders are usually interested in how community issues are solved, thus a well written statement of the problem, makes the organization a step ahead in winning project proposals.

1. What do you understand by the logical framework?

The **logical framework** is a document that gives an overview of the objectives, activities and resources of a project. It also provides information about external elements that may influence the project, called assumptions

The logical framework communicates how the activities will lead to the intended results. It involves Outlining the vision and mission of your project and stating the objectives of your project or effort.

The logical framework identifies key inputs, resources and barriers and outlines the conditions which may affect the intended out comes of the project for instance economic conditions and environmental factors.

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

**The following are the components of a winning proposal**

**Cover letter, title page, and abstract**

The **cover letter** is a one-page message to a potential donor quickly introducing your organization and **proposal**.

It adds a nice personal touch and brings context to the **proposal** and should describe the agency's interest and capacity to successfully implement the proposed project and have an upbeat tone that makes it stand out in a positive way and should summarize the project.

This should include a title, your organization name, and accessible contact information

(Phone/fax/e (mail).

**Tittle page**

The **title** of your grant **proposal** is the name of your **proposal**. A **title** sets the donor's first impression, summarizes the project, and makes an application memorable.

The title should reflect the nature of your plan, and it should be phrased for maximum appeal to your intended audience. You want to capture audience attention and interest right from the beginning.

A title page should include Name of the agency submitting the grant, Agency address, Name of the prospective funder, beginning and ending project dates and the total amount requested.

**An abstract**

An **abstract** is a condensed version of a longer piece of **writing** that highlights the major points covered, concisely describes the content and scope of the **writing**, and reviews the **writing's** contents in abbreviated form.

The abstract includes a summary of the statement of the problem / need, overarching goals of the proposed project but not the detailed objectives, a summary of the methods that will be used to implement and evaluate the project, and a final paragraph describing your group's or agency's capacity inform of expertise and resources for carrying out the proposed project.

**Statement of the problem / needs statement.**

A **problem statement** is a concise description of an issue to be addressed or a condition to be improved upon.

It is a clear and concise description of the issues or problems that need to be addressed by a problem solving team.

It is used to center and focus the team at the beginning, keep the team on track during the effort, and is used to validate that the effort delivered an outcome that solves the **problem statement.**

A good problem of the statement should consist of key elements which include**;**

Documentation of the problem you want to address. This can be inform of text, statistics, and graphs and charts,

Description of the causes of the problemor the circumstances creating the need,

Identification of the approaches or solutions attempted to date, based on a review of the literature when possible,

Stating clearly whom the project affects and how they affected by it and how the problem can be addressed. This can be in terms of the population and or the demographic location

**A sound evaluation plan**

The purpose of the evaluation plan is to show how you will measure the completion or success of process and outcome objectives.

The plan include details about how information will be collected and analyzed. And also describe how and when evaluation findings will be shared with the funder.

There are 2 types of evaluation namely process evaluation and outcome evaluation,

Process evaluation assesses the implementation of the program putting emphasis on the activities to be completed for instance distribute 100 books to pupils in a given school.

Outcome evaluation on the other hand assesses the short of long term impact of a project.

From the agency perspective, an evaluation plan is important and useful because it clarifies objectives so that they are measurable, and also helps to determine if the methods that were specified were indeed used and the objectives met.

It helps you continually refine or revise program approaches in future years of funding for the agency to thrive and maintaining some control over the project.

The Evaluation data provides information about the relative costs and effort for tasks so activity and budget adjustments can be made in future years of funding.

Obtain feedback from the clients served and other members of the community to determine if an impact was made on the need identified

Make midcourse corrections along the way to increase the program’s chances of success and also increase possibility of future funding.

From the funder’s perspective, an evaluation plan enables the funder to clearly see whether or not objectives have been met,

It also enables the funder to determine whether funds were used appropriately for the project implementation,

The funder will be able to assess whether or not the program's benefits especially the outcomes justify the cost of implementation.

Conclusively, a winning proposal has basic components which can make funders to award agencies to carry out projects in the community as discussed above.

**COMPILED BY:**

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