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

i) Programme officers in NGOs

The Programme Officer in NGOs always write grants proposal also known as discretionary funding. R Agranoff, M McGuire -2004 in his book Collaborative Public Management states that this is a competitive funding process of proposal selection based on the evaluation of a reviewer or team of reviewers. Funding is based on the merits of the application, and recipients are not pre-determined.

ii) Government officers. This is a non-competitive award and are usually allocated to eligible entities according to population and/or other census criteria. Pass-through grants are funds given by the federal government to the states for further distribution to local governments. Under this funding structure, states may disburse federal funds to eligible local jurisdictions through allocations or open competitions. R Agranoff, M McGuire -2004 in his book Collaborative public Management. New strategies for local governments illustrates how government managers address complex problems through strategic partnerships, networks, contractual relationships, coalitions, consortia, alliances, committees and councils as they function together to meet public demands through other government entities and non-governmental organisations.

iii) Implementers of projects. They develop proposals that may be a continuation a grant which was already funded and probably only needed a review for renewing an existing grant.

**2. Discuss four motivations that make grant makers (donors) to enter into grant making endeavours.**

* Grant Makers may enter in grant making endeavours especially when the applicant meet the deadline. D Engerlbret, 1972 illustrates that *proposal schedules often are too short to permit adequate planning, good organisation and determination of interactive effects of changes during preparation by more commonly used methods*. Successful fund raising depends upon your timely submission of the application over and above the actual qualities of your proposal. Quite often, funding deadlines are always short and donors would like to see how ready you are and how conversant you are in knowing the schedules of the calls for expression especially if the donor already an annual calendars. So to motivate the donors to enter grants making with you need to piece up ideas quite early, stay connected, develop action plans that prepare you to move quickly when calls for expressions come.
* Having the right information may make the grants makers enter into an agreement with you. For examples, donors like ECHO – Humanitarian and Civil Protection and European Union are always very key on the visibility and communication when it comes to implementation of the action funded by them. Such a donor would be keen to see visibility and communication section clearly written and well budgeted in your grants writing endeavours.
* Grants Makers always enter into grant making endeavours especially when the applicant makes the right proposal for the right funding. Information regarding past grants, guidelines for those seeking grants, issues regarding annual reports must be thoroughly researched by the grant seeker. Therefore, a well-researched information by a partner organisation would position it to develop sellable proposal that would motivate the Grants Makers. Your proposal should also demonstrate that you have a clear understanding of the community needs and solid understanding of the programmatic responses. And also being creative in using visual presentations like graph, maps and charts which makes it easier to understand your concept. M Jimmie Killingsworth, Michael Gilbertson – Solving Problem in Technical Writing 130-149, 1988 state that; *Although readers expect functional documents to display information visually, technical writers plan how visual displays can be effectively integrated in the text so that the text and displays are both persuasive and stylistically objective*. When you confidently do that in your proposals, grant makers would be encouraged to enter in to grant endeavours with you because of its artistic impressions that take a shorter time to read and interpret. Grants makers receive so many applications, therefore creativity would be a prerequisite to your success.
* Grants makers also enter into grants making endeavours when the applicants carefully follow the guidelines presented by the grants maker. Cheryl A. Clarke, Susan D Fox, John Wiley & Sons, 2006 *illustrates that Fitness is found in the guidelines, Grants makers want to make it as easy as possible for potential applicants to figure out whether or not they should apply for funding*. Such guidelines may include the donor strategic priorities, grants range, who should apply, standard donor format, font size, graphs, number of pages, references etc. Since in most cases the donors receive very high volume of application from potential partners, any dent towards following the guidelines would make them not to approve proposal.

**3. Briefly discuss four factors to consider when writing a problem statement of a development Project proposal.**

When writing a problem statement of a development project, you need to consider the 5’Ws (Who, what, where, when and why) in the following way.

* Conducting a proper research is a priority. You can carry out a field research or assessment and also review the relevant literatures of the work done in the past by your organisation or by other institutions. Research or assessments and literature review helps you to present facts in your problem statement. The research findings and literature review has to depict the current problem, clearly describe the causes of the problems for instance is it a recent problem or it’s a protracted problem, describe whether there was any attempt to solve the problem. These information can only be got from literature reviews and needs assessments.
* You need to get to know the contextual issues in relation to community where the project will be implemented. Getting to know the community would involve interactive assessment with community and also review of the literature. For instance the characteristic of the population in terms of socio economic, political and environment. When writing this in the problem statement, you need to clearly reference the source of information. Who are the affected population, need to clearly state the demographic characteristic of the affected population and clearly reference the source of your information. You may start with a bigger population and narrow down to the target population you would like to assist or support.
* Clearly demonstrate what the problem is, the impact of the problem on the people, how is it a problem and how will it continue to affect the normal life if the problem is not resolved. Also clearly demonstrate where exactly the problem is. Its geographical focus or location. You may give an analysis of the bigger geographic area, then narrow to the affected area of the proposed intervention.
* Finally state why it’s a problem and why it’s important to address it and its further consequences of the affected people when it not addressed.

**4. What do you understand by the logical framework?**

Logical Framework is a monitoring tool that gives an overview of objectives, activities, resources, and means of verification, assumptions and risks. This is presented in a four by four matrix.

Fig 1: Sample Logical Framework

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary** | **Objectively verifiable indicator** | **Means of verification** | **Assumption and risks** |
| **Goal** |  |  |  |
| **Purpose** |  |  |  |
| **Outputs** |  |  |  |
| **Activities** | **Inputs** |  |  |

According to Global Development Professional Network 2015, a standard log frame is divided into four rows which has long to short term objectives ranging from top to bottom: Goal, Outcome/purpose, outputs and activities. These are achieved and measured by project summary, objectively verifiable indicators, means of verification, risks and assumption.

Meanwhile, Dearden P.N. (2005) illustrates that, logical frame work forms a most useful monitoring, reviewing and evaluation of the project tool. It communicates the details of what the project is about, it organises the thinking of the project purpose, relates activity with outcome and expected results. It sets performance indicators and framework for monitoring, review and evaluation.

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

There are quite a number of components that one has to take in order to win a proposal. CC New, JA Quick, John Wiley & Sons, 2003. How to write a grant proposal also highlight a few steps on how to win a proposal. Mim Carlson, Tori O’Neal – McElrath 2008 in their books “Winning Grants” – Step by step; Third Edition: illustrated the step by step in crafting winning proposal. They further stated that the activities supply take good planning, good writing, good research and an approach that is geared to a prospective with whom you have developed a relationship.

Therefore, the following three are some of the key component in winning proposal:

* There is need to clearly describe the problem analysis, the problem that this project would like to address or improve the current condition. Provide summary of assessments that have been conducted and other relevant background information collected to identify the needs in this location. Indicate dates, sources of information, and outline the most critical needs, vulnerabilities, or capacities that were identified.The problem analysis also identifies the gaps that exists based a facts especially derived from research, needs assessment and literature reviews. When you clearly demonstrate the problem, it would make it easier to develop to actionable solution to it. Donors would always like to see a good problem analysis describing a winning proposal because it makes it easier for them to gauge whether this needs to be funded so that the situation is resolved.
* Another component is the development of the Gaols, Objectives, Outcomes and activities. (This component is always written after developing the logical framework) This section requires you to write down the project goal, come out with key objectives, expected outcomes and which activities would make you achieve the desired goal. Your objectives should be SMART – Specific, Measurable, Achievable, Realistic and Time bound. The Outcome can be both qualitative and quantitative in nature. While activities can be presented in a much more creative way, building on the existing ones or being more innovative. All activities should be quantified with clear targets so that translating it to budget would be easier. A clear demonstration of this component would lead to winning proposal.
* The next component is the project description. This is also one of the most detailed component of a winning proposal. The donors would like to see how you would demonstrate implementation arrangement, the methodology would apply and how consistent you would be to address the problems you have stated in the above section. Provide a description of the project, including locations, key activities, any implementing partners, and key outputs. How program activities will mitigate any potential risks.