

Grant Proposal Template

Section 1: General Information

Name of organisation:

Grant lead

Full name

Position

Contact details

Grant start date

Grant end date

Total funding requested

Please ensure that all relevant taxes and charges are included

Proposal submission date

(dd/mm/yyyy)

Grant title

In a few words, please provide a title for the grant that entails what it is and will deliver

VAT registration number

Company/Charity Commission number

Section 2: Summary of Grant

Background information (250-word limit)

Please provide context and the reasoning for the grant – what is the need?

Key objectives and outcomes (250-word limit)

What are your overarching results expected from the delivery of this grant?

What will it change? What are its medium-term outputs and longer-term impacts?

Specific deliverables (250-word limit)

What are the tangible deliverables of this grant? Please disaggregate targets as relevant

Methodology

Please describe your planned approach and processes for delivering the grant.

Please note any key partnerships and how they will be engaged.

Monitoring, evaluation and learning

Please describe how the grant will be monitored to ensure grant delivery as per expected time and quality requirements and timely course corrections. Please also consider possible risks or dependencies and how they will be managed.

Further note how project success will be measured and verified and what evidence will be provided to FTP for independent verification.

Learning is a critical requirement for FT grantees. Please describe how the grant will be reviewed during the lifetime of the grant and after grant completion and how this learning will be shared to build capacities and institutionalised.

Activity plan

Please detail sequentially, the key grant phases together with key associated activities, and their corresponding timelines, locations, responsible organisation or representative or partner, dependencies, etc., for the entire grant period. This may be provided using a separate Gantt chart.

Risk management

Please detail all significant risks (existing or potential) to this grant and how they will be managed to ensure the grant and its expected outcomes are not delayed or disrupted, and completed as planned.

Please also detail the impact of the above to the project and its key stakeholders as relevant and applicable.

Section 3: Resources

Non-financial resources (250-word limit)

Please describe what non-financial support is required from FTP and others to ensure grant success and how this will be acquired.

Budget

Please provide a detailed budget for the grant, including staff and office, support, and programme activity. This should entail all expenses, taxes, charges, etc., and will be the full and final amount awarded by FTP for this grant. This may be provided as a separate attachment with this proposal.

If other donor funds are planned or being used for any part of the work/deliverables entailed in this proposal, please provide key details such as, donor, amount, for what activity, etc.

Please email the completed grant proposal to
rweerawardena@redcross.org.uk and
saramahjoub@redcross.org.uk