

NGO PROJECT PROPOSAL - ADAPTATION GUIDE

How to make a proposal funder-ready

How to use this guide. Use the companion editable file for drafting. Keep the final version consistent with the organisation's records and any prescribed format.

Strong sequence

- Evidence of need
- Defined target group
- Specific objectives
- Logical activities and results
- Realistic timeline/budget
- Measurable indicators
- Risk controls
- Delivery capacity

Budget discipline

- Use quantities and rates.
- Explain assumptions.
- Separate cost categories as required.
- Avoid unsupported 'miscellaneous' amounts.

Checks before final use

- Follow the funder's form, word limits and budget template.
- Check eligible/ineligible costs.
- Keep proposal numbers consistent with workplan and budget.

LendLink note. This is a free preparation resource. Official forms, current law, donor conditions and professional certification requirements take precedence.