NGO Project Proposal and Budget Pack

Preview: sample pages

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Sample pages:

1. 00-START-HERE.pdf, page 1
2. 00-START-HERE.pdf, page 2
3. 00-START-HERE.pdf, page 3
4. 01 module (DOCX), page 1 (top part only)
5. 03 module (DOCX), page 1 (top part only)
6. 05 module (DOCX), page 1 (top part only)
7. 06 module (DOCX), page 1 (top part only)

Word (DOCX) pages are shown as rendered to A4 in LibreOffice; layout may vary in other editors.

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Start here NGO project proposal and budget pack

Purpose and intended users

A reusable project-design and proposal system for NGO programme managers, funding teams, treasurers and proposal reviewers. It connects evidence, design, editable narrative sections, budget assumptions, implementation planning and controlled submission. It does not supply fabricated project facts or guarantee funding.

Contents and page count

Six DOCX collections contain 60 distinct substantive resource pages. One XLSX workbook contains eight sheets. Guides, licence, source notes, metadata and spreadsheet sheets are additional and excluded from the 60-page count. Use the resources needed for a specific application; do not submit the entire pack as a proposal.

Recommended order

1. Use D01-D10 to decide whether to apply and establish the evidence, target group, design and capacity.

2. Use B01-B10 to build the cost basis and funding plan alongside I01-I10 for implementation, monitoring, risk and mobilisation.

3. Adapt P01-P10 into the recipient's required proposal structure. Keep actual facts, targets and uncertainties distinct.

4. Use S01-S10 for requirements, attachments, review, authority, submission and learning. Follow the current call's limits and format.

5. Rehearse E01-E10 in a separate workbook copy before entering genuine project data.

Customisation

Replace bracketed inputs with verified facts and approved assumptions. Remove instructions and unused alternatives from the issued proposal. Do not claim that a proposed partner, requested grant or planned target is confirmed or achieved.

File list

DOCX/01-Problem-Evidence-and-Project-Design.docx — D01-D10; 10 pages.

DOCX/02-Editable-Project-Proposal-Sections.docx — P01-P10; 10 pages.

DOCX/03-Budget-Design-and-Review.docx — B01-B10; 10 pages.

DOCX/04-Implementation-and-Monitoring-Resources.docx — I01-I10; 10 pages.

DOCX/05-Proposal-Review-and-Submission.docx — S01-S10; 10 pages.

DOCX/06-Illustrative-Proposal-and-Budget-Case.docx — E01-E10; 10 pages.

XLSX/Project-Design-and-Budget-v1.0.0.xlsx — Costs, Funding, Phasing, CashFlow, Results, Risks, Dashboard and Instructions.

REFERENCE/Source-and-Applicability-Notes.pdf; LICENSE.pdf; README.txt; VERSION.json; resource-index.json; validation-report.json; product-manifest.json.

Workbook setup

Enter Costs with unique IDs and quantity, rate, frequency and project share. Record Funding by status and timing; split instalments into separate IDs. Map each cost once in Phasing and allocate across Q1-Q4. CashFlow calculates the planning view and a confirmed-resources-only view. Complete Results and Risks; set Dashboard B4 as the internal review date.

Workbook boundaries

Use one INR project budget with four sequential project quarters. Registers have 200 prepared rows, 9-208. Yellow cells accept inputs and grey cells calculate. All prepared rows are included even when filtered. In-kind and Declined funding are excluded from cash. Confirmed denotes an evidence-backed commitment entered by the user, not necessarily an actual receipt.

Review before submission

Resolve cost, ID, funding timing and phasing warnings. Compare every repeated total and target across the narrative, workbook and portal fields. A balanced total is not proof that the timing is feasible or funding is secured. Retain the reviewed version and actual submission acknowledgement.

Current requirements and professional review

The recipient's current prescribed format, eligibility rules, annexures and deadlines control. Check the actual entity, tax, CSR, foreign-contribution and sector-permission evidence required. The workbook assumes no universal tax rate, overhead cap or permissible cost rule. Seek qualified review of regulated matters and material financial assumptions.

Important statement

NGOGrant.in is an independent private platform operated by LendLink Tech Private Limited (CIN U74999NL2017PTC013422, GSTIN 13AAFCV8178A1ZE), not a Government authority. Official prescribed forms prevail. Laws and rules can change, and State-specific requirements may differ. Qualified professional review is required where the process or circumstances call for it. No approval, registration, FCRA, CSR or grant outcome is guaranteed. Use genuine facts and records.

Licence and compatibility

Use and adapt this version for one organisation under LICENSE.pdf; genuine completed outputs may be submitted to legitimate recipients. Source-pack resale or public distribution is not permitted. DOCX files use Arial for office compatibility and may reflow after editing. Keep an untouched master. The store mockup is illustrative.

Support and version

NGG-DOC-004 | v1.0.0 | Last updated 05 October 2026. Support: contact@ngogrant.in. Publisher: LendLink Tech Private Limited (CIN U74999NL2017PTC013422, GSTIN 13AAFCV8178A1ZE), C-31, Medikhru Complex, Razhu Point, Kohima, Nagaland - 797001. Quote SKU, version and filename, avoiding unnecessary confidential project information.

Update triggers

Recheck after new calls or recipient-template amendments, approval-evidence changes, sector requirements, rate changes or organisational-policy changes. VERSION.json lists dependencies. Future updates are included only if expressly offered at purchase.

Decide whether to pursue the opportunity

Editable office resource | D01

Complete a bid decision before spending time on a full proposal. A strong need alone does not make an opportunity suitable for this organisation.

Control / record	Complete from genuine evidence
Opportunity	[Actual funder/call; reference; current version]
Fit	[Eligible entity; theme; geography; intended group]
Delivery capacity	[People; partners; systems; realistic start date]
Financial exposure	[Unfunded share; payment timing; preparation cost]

SAMPLE EXCERPT: the rest of this page is in the paid download.

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Build the activity-based cost structure

Editable office resource | B01

Break the design into costable activities before entering rates. One line should have a clear unit and purpose so later changes can be explained.

Control / record	Complete from genuine evidence
Activity link	[ID; output; period]
Cost item	[Specific resource or service]
Unit	[Person-month / session / trip / item / other]
Quantity and frequency	[Count; duration; no double multiplication]

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Map the recipient's application requirements

Editable office resource | S01

Create a compliance matrix from the actual call before assembling the final files. The NGOGrant.in format is a working resource; the recipient's required format controls.

Control / record	Complete from genuine evidence
Requirement	[Exact instruction; source section]
Response location	[Proposal section; attachment; portal field]
Owner	[Preparer; reviewer]
Status	[Complete / missing / clarification]

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Example design brief

Illustrative Example | E01

Illustrative Example. This is a fictional planning exercise, not a real proposal, grant award, participant record or expenditure. All figures and IDs below are invented for learning.

Control / record	Complete from genuine evidence
Applicant	[Illustrative Learning Organisation]
Concept	Six-month community learning support pilot
Planning location	[Illustrative locality]; no real site claimed
Planned delivery	12 learning sessions and follow-up support

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