# **Project proposal format**

**A. ;+:yfsf] ljj/0f M(NGO Description)**

!\_ ;+:yfsf]/ljBfno gfd(Name of the NGO/School)M

@\_ 7]ufgf(Address)M

j]e ;fO{6 / Od]n ( Website and Email ) :

#\_ ;Dks{ JolQm(Contact Person)M df]afOn g+=(Mobile)M

6]lnkmf]g g+= (Telephone no.)M O–d]n(Email)M

$\_ ;+:yfsf] d'Vo p2]Zox? (Main Objectives of the NGO)

%\_ ;+:yfbtf{(Registration of Organization) -lhNnfk|zf;gsfof{no ÷sDkgL /lhi6«/ sfof{no\_ (D. A. O. / O.C.R) :

lhNnf (District) M

btf{ g+ (Regd.No.) : ldlt(Date) :

clGtdgjLs/0f jf cBfjlws ldlt(Date of Last renewal / Update) :

^\_ ;=s=k=cfj4tf g+=(Affiliation No.) :

ldlt(Date) M kl5Nnf] gljs/0f ldlt(Last renewal ) M

&\_ PAN No. : s/ r'Qmf(Tax Clearance) :

\*\_ clGtd n]vf k/LIf0f cjlw(Last audit Period) :

(\_ k|ultljj/0f (Last Progress Report) :

!@\_ ;+:yfsf] cWoIfsf] gfd / ;Dks{ gDa/(President's Name and Contact Num) :

!#\_ ;+:yfsf] ef}lts ;Dklt(Assets of the Organization) : cg';"lrdf ;+nUgug'{xf];\ .

**B. kl/of]hgfljj/0f(Project Details)**

!\_ kl/of]hgfsf] gfd(Name of the Project)-g]kfnL / cª\u|]hLb'j}df \_ M

@\_ kl/of]hgf :yn(Project Site / location)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **qm=; (S.N)** | **k|b]z**  **( Province)** | **lhNnf(District)** | **ufpFkflnsf(Rural Municipality with Ward No)** | **gu/kflnsf(Municipality with Ward No)** | **ufFp ÷ 6f]n** |
|  |  |  |  |  |  |

#\_ kl/of]hgfcjlw(Project Duration)

1. ;'? ug]{ ldlt(Date of Commencement)
2. k"/f ug]{ ldlt(Completion Date)
3. hDdf ;dofjlw(Total Duration ) :

$\_ kl/of]hgfsf] l:ylt (Project Status)

1. gofF(New)
2. rln/x]sf] (Ongoing): iii) ;fn÷ldlt (Year/Date):

%\_ kl/of]hgfsf] ;]jf If]q (Project Sector e.g Women/Children/Health/Education etc.)

* Ps d'Vo If]q (Main-Sector) :
* ;xfos If]q (Sub-Sector) :

i)............................. ii) ............................... iii)............................. iv) ...............................

^\_ kl/of]hgf / o;sfnlIft ;d"x÷5gf}6sf cfwf/x? (Project and its Target Group Selection Criteria)

1. ;+:yfsf] kl/ro(NGO Introduction) : - ;+:yfsf] 5f]6f] hfgsf/L, ;:yfn] ljutdfub}{ cfO/x]sf] sfdx?sf] ljj/0f, cflbv'nfpg'xf];\ . \_
2. kl/of]hgfsf] e"ldsf ÷ k[i7e"ld(Project Background) : -;:yfsf] p2]Zo / kl/of]hgfsf] p2]Zolarsf] tfnd]n , kl/of]hgfn] ;/sf/sf] cfjlwstyf If]qLo of]hgf / gLltsfs'gs'gkIfx?df of]ubfglbg]5 / kl/of]hgf ;+rfngaf6 k|fKtx'g] ck]lR5t d'VopknlAwx?v'nfpg'xf];\. \_
3. kl/of]hgfsf] ;DefJotfcWoog(Feasibility Study/Base line Survey):

-kl/of]hgf If]q / ToxfFsf ;d'bfosf] jt{dfgcj:yfPj+ cfjZostfsf] ljifov'nfpg'xf];\ . \_

1. kl/of]hgf If]qsf ;d:ofx? (Problems identified in the Project area)

-uf=kf ÷ gf=kfjf ;DalGwt If]q;Fu 5nkmn u/L cfwf/e"t ;d:ofx? pNn]v ug'{xf];\ . \_

1. kl/of]hgfn] ;d]6]sf] nlIft ;d"x 5gf}6 ul/g] cfwf/x? (Target Group Selection Criteria) M
2. ;+3 /k|b]z / :yfgLo ;/sf/sf] gLlttyfsfo{qmdx? (Policy and Program of Federal / Province and Local Government)

&\_ kl/of]hgfsf] p2]Zox? (Project Objectives) :

\*\_ kl/of]hgfcGtu{t ;+rfngug]{ lqmofsnfkx?

(Activities to be carried out under Project/Program):

-kl/of]hgfsf p2]Zox? k|flKtsfnflucjZoslqmofsnfkx? tof/ u/L pNn]v ug'{xf];\ \_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **qm=;**  **S.N** | **lqmofsnfkx?sf] ljj/0f( Activities)** | **nIo(Tagets)** | **nfeu|xL ;ª\Vof(Benificieries' Num )** | **ug]{ :yfg(Project Site)** |
|  |  |  |  |  |
|  |  |  |  |  |

(\_ jflif{s sfo{tflnsf(Yearwise Calendar of Operation):

* lqmofsnfk ;DkGgug]{ ;do / :yfg \_

!)\_ kl/of]hgfsfof{Gjogk|lqmof(Project Implementation Process /Methodology) :

* 1. kl/of]hgfdfplNnlvtlqmofsnfkx? sfo{fGjogul/bfFcjnDagul/g] ljlw M
  2. kl/of]hgfsf] nflucfjZos ;fdu|Ltyf j:t'x?sf] vl/b gLlt ÷k|lqmof / lgdf{0f sfo{sf] ;+rfngk|lqmof M

!!\_ nlIft ;d"x, nfeflGjt ;+Vof/ kl/of]hgfsf] nIo ;lxtsf] nuk|]md

(Target group, no of beneficiaries and Project Target with Log frame):

|  |  |  |  |
| --- | --- | --- | --- |
| **qm=;+** | **nlIft ;d"x(Target group)** | **nfeflGjt ;+Vof(No of Beneficiaries)** | **k|fKtx'g] nfe(Benefit to be Gained )** |
|  |  |  |  |

!@\_ kl/of]hgfjf6ck]lIftpknJwL(Expected Project Outcome/Result) :

-kl/of]hgf ;DkGg ePkl5 x'g] ck]lIftpknlAwx?nfO{ dfkgug{ ;lsg] u/Lv'nfpg'xf];\ \_

!#\_ lhNnf :t/dflhNnf ;dGjo ;ldlt÷ufFpkflnsf ÷gu/kflnsfPj+ cGo ;DjlGwtlgsfox?;+usf] ;dGjo ;DaGwLJoj:yf(Linkages with district line agencies and coordination with District Coordination Committee /Rural Municipality/Municipality and other concerned agencies)

!$\_ kl/of]hgfsf] cg'udgd"Nof+sg;DaGwLJoj:yf(Monitoring and Evaluation of the Project) :

1. ;=s=k=sf] cg'udg÷d"NofÍg ;DaGwLlgb]{lzsf @)&! adf]lhd kl/of]hgfsf] cg'udg ÷ d"Nof+sg ;DaGwLsfo{ ul/g]5 .
2. kl5Nnf] k6s kl/ifb\af6 :jLs[t u/L ;+rfng u/]sf] kl/of]hgfsf] cg'udg ÷d"NofÍgsf] ;''emfasfof{Gjogsf] cj:yf k]z ug'{kg]{ 5 .

!%\_ lgoldtk|ultk|ltj]bgtof/ Pj+ k]z ug]{ lgsfotyf ;do tflnsf

(Preparation and submission of Regular Progress Report)

-:jLs[t kl/of]hgfx? cj:yf b]lvg] u/L $–$ dlxgfdfcfo÷Jooljj/0f kl/ifb\df k]z ug'{ kg]{ 5\_

!^\_ kl/of]hgfsf] lg/Gt/tf ;DjGwdful/Psf] Joj:yf(Sustainability / ExitPlan of the Project)

!&\_ kl/of]hgf ;DaGwdfsfo{;ldltaf6 ePs]f lg0f{o / ldlt M - lg0f{o k|lt ;+nUgug'{x]f;\\_

Executive Committee Minute.

**C. cfly{s ljj/0f (Financial Details)**

!\_ ;xof]usf] k|s[lt(Nature of Funding)

1. k|fljlws ;xof]u (Technical Grant) :
2. j:t'ut ;xof]u (Commodity Grant) :
3. cfly{s ;xof]u (Financial Grant) :

#\_ cfGtl/s ;|f]t (Internal Source)

1. g]kfn ;/sf/sf] ;xof]u -;+3, k|b]z / :yfgLo\_ (Nepal Govt. Contribution):

ii) ;+:yf(NGO Contribution) :-/sd s;/L k|fKtx'g] xf] ;f] ;|f]t ;d]t v'nfpg'xf];\ \_

1. :yfgLohg:t/jf6 ;xof]u (Public Contribution) :

s\_ >dbfg(Labour) MM

u\_ cg'bfg(Grants) M

3\_ cGo(Others) M

$\_ kl/of]hgfsf] s'nnfut ?= (Total Cost Rs.) (2+3)

1. k|zf;lgsnfut(Administrative/Overhead Cost with percentage)
2. sfo{qmdnfut(Programme Cost with percentage) :
3. cIfosf]if nfut(Reserved Fund) -afnu[xsf] nflu \_ M

**Budget Breakdown**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N** | **Budget Headings** | **Total Units** | **Unit Price** |
|  |
|  |  |  |  |
|  |  |  |  |
|  | **Total** |  |  |

**D.** **kl/of]hgfsf] nflucfjZoshgzlQm(Personnel required)**

:yfgLosd{rf/Lx?sf] ;+Vof(No. of Local Staffs):

**E. a}ª\s vftfsf] ljj/0f (Banking Arrangements)**

!\_ j}+ssf] gfd / 7]ufgf(Name and Address of the Bank) :

@\_ vftf g+= (Account Number) :

#\_ vftf ;~rfnssf] gfd / kb (Name and Designation of the Account Holder) :

$\_ k|:tfjbtf{ u/fpFbf /x]sf] kl5Nnf] df}Hhft(Bank Deposit) :

**pNn]lvtzt{x? kfngfug]{ u/L k]z ug]{ (Submitted by) :**

gfd / bhf{ (Name and Position) :

x:tfIf/ (Signature) :

;+:yfsf] 5fk (Organization Stamp) :

ldlt(Date) :

# **Required documents**

* lj:t[t kl/of]hgfsf] k|:tfj . (Detailed proposal)
* Joj:yfkg ;ldlttyf ;fdflhs e]nfsf] lg0f{o -;xof]u ;DalGwlj:t[t JofVofePsf]\_ (Meeting minute of library committee)
* ;+:yfsf] xsdf, ;+:yf k|df0f kq÷n]vf kl/If0f k|ltj]bg÷:yfoL n]vfgDj/(PAN), cfos/ btf{÷cfos/ 5'6 k|df0f kq÷k|ultk|ltj]bg . (PAN, Tax clearance latest one, progress report)
* kl/of]hgf ctu{t vl/b ul/g] ;fdfg÷pks/0f af/] ljj/0f .
* lgdf0f{ ;DalGw k|fljlwsaf6 tof/ kfl/Psf] l8hfO{g / nfut O{li6d]6 . (Estimated budget detail)
* जिल्ला शिक्षा कार्यालयमा दर्ता k|df0f kq प्रतिलिपि . Registration certificate of Ministry of Education (Renew)
* sfo{qmd l:js[ltsf] nfuL cg'/f]w kq .( Request letter for the project in organizations letter head)
* xfnsf] ef}ltscj:yf. (Current status of library- send photos)