

THE MAIN ELEMENTS OF A PROJECT (FUNDING PROPOSAL)

The most important part of the elements that constitute a project can be found in the application form. The typical order of project elements within the proposal is:

- page title;
- summary;
- introduction;
- subject matter and purpose set (sometimes called primary objective);
- problem justification;
- objectives (specific);
- beneficiaries target group;
- activities;
- planning activities (Gant chart);
- methodology;
- evaluation;
- expected results;
- durability / sustainability (future funding);
- budget;
- team;
- presentation of the applicant and partners, the role of each project;

Along with the application form, the proposal form (file) must include, in some cases, other documents:

- pre-proposal or letter of intent (sometimes)
- logical matrix (sometimes)
- annexes :
 - mandatory - listed in guide form - CVs, copies of document organization and partners, plans, studies, statements, certificates, offers etc.
 - optional - statistical data, graphs, studies, elements of strategy (ongoing or planned), results of other relevant activities for the project - in general, information that can be used as arguments for project).

The order in which you are required to present your project can often lead you off the track. The usual order of the parts of a proposal is designed to increase accuracy and understanding when evaluated, but is ineffective if applied in the development and writing of the proposal.

The order in which elements of the proposal need to be addressed when it is developed:

1. *Main elements:*

- targeted problem and purpose
- objectives;
- beneficiaries target group;
- activities;
- planning activities (Gant chart);
- methodology;
- evaluation;
- expected results;
- budget.

2. *Additional elements:*

- problem justification;
- durability / sustainability (future funding);
- introduction;
- page title;
- summary;
- schedule.