Activity: Preparing a Short Grant Proposal

*(Part of the Writing Clinic)*

**Instructions**

1. Think of a project you want to carry out. It could be a research project, a training programme, or something else. Then imagine that this is a real grant application form.
2. Use the template given under the heading ‘Grant proposal’ below to prepare your proposal. Write in English.
3. Once you finish writing your proposal, save this document as a .DOCX file, put your name in the filename, and submit it on the activity page on INASP Moodle.
4. You may include up to 2 tables and up to 2 figures as an appendix after the proposal.
5. Where word count limits are given, follow them precisely.
6. Mention only one goal against the question about primary goal. This should be the primary or most important goal. The goal statement should start with the word “To”, for example, “To measure the oxygen level in…”
7. “USD” in the budget section means US Dollars. You do not have to enter amounts in any local currency. Enter amounts only in USD. Do not enter any currency symbol in the cost columns. Enter only numbers.
8. There is no maximum limit for the budget. Just prepare a budget that suits your needs.
9. You can add rows in the budget if you need to.
10. If you have any questions on matters that are not answered in the instructions above, please make a decision yourself on those matters.

**Grant proposal**

|  |  |
| --- | --- |
| Your name |  |
| Your email address |  |
| Title of the proposed project (Up to 15 words) |  |
| **What** is the primary goal of the project?  (10 to 50 words) |  |
| **Where** will the project be carried out and why this particular location?  (Up to 100 words) |  |
| **Who** will be involved? Mention the names of investigators / implementers, and the profiles of the beneficiaries, if any  (Up to 100 words) |  |
| **Why** do you want to carry out this project? That is, explain the rationale.  (50 to 200 words) |  |
| **How** will the project be carried out? That is, explain the methods or approaches.  (50 to 200 words) |  |
| **When** will the project be carried out?  (10 to 100 words) |  |
| How or why is your project **innovative**?  (50 to 200 words) |  |
| What **impact** is your project expected to have?  (50 to 200 words) |  |

**Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Unit cost  (in USD) | No. of units | Total cost  (in USD) | Rationale for the cost (up to 30 words for each cost item) |
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Total amount requested (in USD):

**Appendix – Tables and figures, if any**