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Proposal Form :

(Organization Name)

(Organization Logo) if it's exist

General Information	
Project Title	
Contact Person	
Name and Address	Mobile Phone and e-mail
Project Location (Focused area)	
Project Duration (Duration, Start time, End date)	
Project Cost (In ID)	

Detail Information

Background of Organization (please attach a copy of the registration letters, if available)

Background of Project (state the necessity of the problems or why do you think that this project is necessary)

Project Description (Do Not Exceed 2 Paragraphs)

Objectives of the Project (Innumerate)

Project Activities (Do Not Exceed One Pages)

Number of Beneficiary (Direct and Indirect)

Monitoring and Reporting (Describe the mechanisms of monitoring of the project and who and how reports will be prepared)

Detailed Budget (It prefer to be in table)