

#1: PROJECT PROPOSALS

A note to all partners

Before deciding whether to support you in your work we will see how well it fits with CAFOD's mission to promote social justice and end poverty, as well as our strategic framework and related strategy papers. Please ask for copies of these documents if you do not already have them.

Five key questions to consider

- 1 What changes (outcomes) are you seeking to bring about?
 - Which of these do you expect to achieve within the timeframe of this proposal?
 - Which will need more time, and a subsequent proposal or project cycle?

With community level work:

 - How many men and women will you reach?
 - How many others in your area (what proportion) will remain beyond the scope of your proposed work?
- 2 Why did you decide to work on this?
 - What is the main issue, problem or opportunity?
 - Why did you decide to work with these particular communities, in this area?
 - What are your particular strengths and weaknesses in relation to this type of work?
- 3 Who do you hope will work with you, to achieve these changes?
 - How have they been involved in the planning so far?

With community level work:

 - How will you ensure that women as well as men are actively engaged in future planning and action?
- 4 What are the main things you plan to do?
 - What else will you need to do to set the work in motion and to assess progress and achievements?
 - What will this cost; including administrative costs and capital costs?
 - How much money are you asking CAFOD for?
 - Where will the rest of the time, resources and funds come from?
- 5 How will you know what effect you have had - what has changed (or not)?
 - How will you reflect on your work and performance, and identify learning in order to build on strengths and tackle weaknesses?

With community level work:

 - How will you make sure you hear and learn from the experiences of women and men, young and old, as well as the voices of community leaders and other key individuals and groups?

CAFOD does not require a particular proposal format. These key questions should give you a good indication of the type of information that we look for in a proposal or concept note. The level of detail will depend on what you propose to do and the scale of your work. To speed up our process, we may ask you to provide a short summary of answers to these questions (two pages, maximum).

If CAFOD approves funding, we expect your work to reflect your proposal.

If you need to make significant changes to your proposal or budget¹ CAFOD should approve these changes, in writing, before you implement them.

Before funds are transferred to support your work, we will ask you to confirm a “project matrix” (layout below) that captures some key elements from your initial proposal. We would expect you to correct this as necessary as we will ask you to use a similar format in future, when you tell us about your work in your progress reports.

CAFOD project matrix

a one-page reference document

Goal (the overall change you are looking to bring about)		
What specific changes are you looking for this work to bring about? (Anticipated outcomes)	How will you know if these changes are happening / have happened? (Indicators)	What specific activities will you carry out to bring about this change? (Activities)
1		
2		
3		
4		

Subject to your agreement, we may seek to supplement CAFOD funding sources by submitting a proposal to another donor. If this happens you may be asked for more information and a full logical framework matrix. In most other circumstances you may submit a logframe and use it for monitoring your own progress, if you wish, but logframes are not mandatory for CAFOD funding.

CAFOD Guidelines for Partners:	
#1: Project Proposals (2007)	#4: Reviews and Evaluations (2007)
#2: Progress Reports (2007)	#5: Assessing your own Organisation (2007)
#3: Financial Reports (2007)	#6: Humanitarian Responses (2007)
<i>Please ask for copies or visit CAFOD’s website (www.cafod.org.uk)</i>	

¹ A significant change is defined here as “any substantial change in the details of the project and/or project purpose, as originally submitted” or “any budget line variances of more than 10% (either below or above initial budget figures).