



GUIDELINES FOR GRANT PROPOSALS

This form should be used by applicants who have been invited to submit a proposal to the El Sayed Foundation. It is our hope that this proposal format will allow organizations to present, in a logical, measurable fashion, what they intend to accomplish and how. We are interested in understanding exactly what outcomes of your work you expect and what indicators of progress, benchmarks, and intermediate outcomes you will measure to assess your success. Our evaluation of this proposal will be based upon the clear articulation of these elements.

There are five required elements of your proposal:

- (1) the **proposal cover sheet**;
- (2) a **proposal narrative**;
- (3) a **logic model graphic**;
- (4) a **grant evaluation chart**; and
- (5) **Organizational and financial information**.

Please ensure that section two of your proposal does not exceed **ten** pages unless you confer first with your contact at the El Sayed Foundation. In responding to questions about your organization, if the organization is very large and the proposed grant falls within a particular division or unit, please focus primarily on that division or unit where it makes sense to do so.

There may be projects for which elements of this format are not applicable. Please contact your Program Officer with questions you may have about this, or any other elements of the proposal.

Section 1: PROPOSAL COVER SHEET
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Please attach this cover memo to the top of your grant proposal and submit a hard copy of the proposal in its entirety to:

El Sayed Foundation
 21 Gloucester Place, London
 W1U 8HR, United Kingdom

In addition, please e-mail the body of your proposal to info@elsayed.com

Applicant organization's name	
Organization's address, phone number, general fax number, and website	
Head of organization's name and title	
Contact person's name, title, phone number, fax number, and e-mail	
Amount Requested	£ _____ over _____ year(s)
<i>For multiple year grant requests only: please indicate desired payment schedule</i>	£ _____ in year one £ _____ in year two £ _____ in year three
Annual organizational budget in the first year this grant would be paid	£ _____
Fiscal Year End Date	
Number of Employees <i>(include full-time, part-time, and volunteer staff members)</i>	
<i>For project specific grants only: what is the total annual project budget for the first year of this grant?</i>	£ _____
Organizational name and mailing address where check(s) should be	
Date Submitted	

SECTION 2: PROPOSAL NARRATIVE

- A. Give a brief summary of your organization, the problem it seeks to address, and its alignment with the Foundation's priorities.

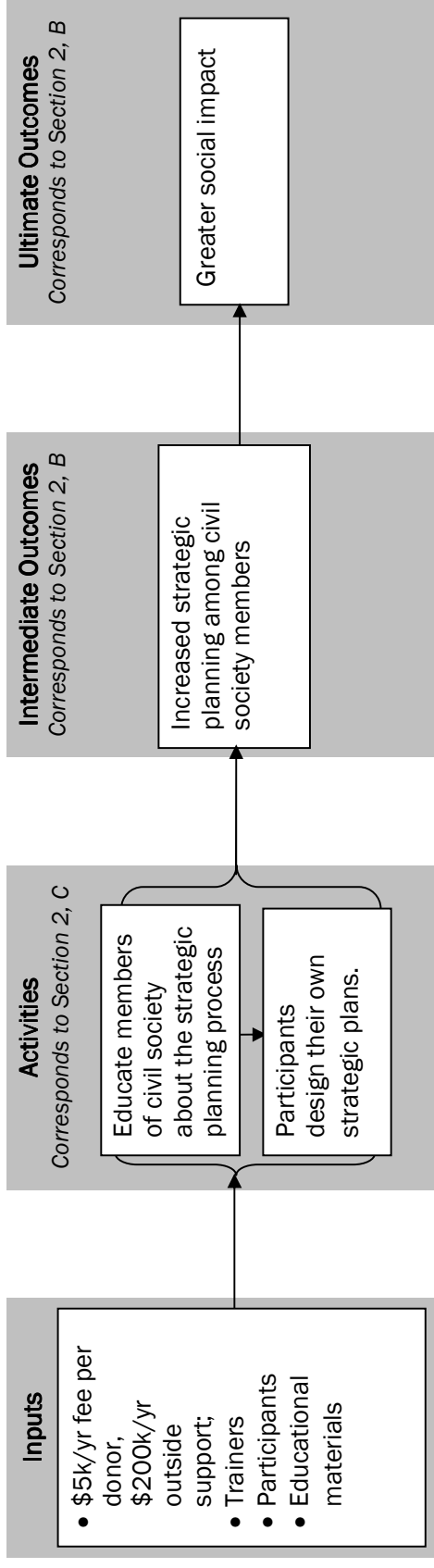
Questions B through E are intended to outline the goals, planned activities, theory of change, and monitoring plans of the applicant organization. The questions aim to help the applicant form a logic model and evaluation plan, which are the focus of sections three and four.

- B. What are your desired **ultimate outcomes** and **intermediate outcomes**, or what changes in the world are you trying to produce? (Note: Often the achievement of the ultimate outcomes may fall outside the grant period.)
- C. What **activities** do you plan to undertake that lead to your desired outcome?
- D. How will you measure movement towards your intermediate and ultimate outcomes from your **baseline data** and what **indicators of progress** will you collect to monitor whether your activities are having the desired impacts? What constitutes success?
- E. What are your organization's greatest strengths in terms of its capacity to achieve your intended outcomes? What significant challenges do you face in terms of your capacity to achieve the intended outcomes? What challenges do you face in terms of your capacity to evaluate your progress towards your intended outcomes?
- F. How does your organization plan to sustain (financially and otherwise) the impact of its work?

SECTION 3: LOGIC MODEL GRAPHIC

Please outline a logic model for your proposal.

A logic model is a graphical representation of cause and effect that links together the inputs, activities, and outcomes you stated in the narrative section of this application. Essentially, it describes how an organization or project plans to get from here (inputs) to there (outcomes). Although the model shows forward movement, an organization often begins its planning process by articulating its intended outcomes and then working backward to determine how to achieve them. Below is a relatively simple logic model for a hypothetical strategic planning program for civil society members. It is intended as an example only.



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Section 4: GRANT EVALUATION CHART

Using the same columns as the sample below, create an evaluation chart for your grant. This chart will be used as a means to assess progress towards the goals of the grant. **If you receive funding, it will provide the basis for interim and final reports to the EI Sayed Foundation.**

ACTIVITIES	INDICATORS	OUTCOMES	INDICATORS
Corresponds to section 2, C	WHAT MEASURES WILL YOU USE TO TRACK YOUR ACTIVITIES? Corresponds to section 2, E	Corresponds to section 2, B	WHAT MEASURES WILL YOU USE TO TRACK PROGRESS TOWARD YOUR OUTCOMES? Corresponds to section 2, E

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Section 5: ORGANIZATIONAL AND FINANCIAL INFORMATION

A. Financial information

Required documentation for all proposals:

- An organizational budget for the previous fiscal year, in British Pounds.
- A list of current funders, including foundations and the level of their support.
- A project budget, in British Pounds. Expenses should include a breakdown of exactly how the requested funds will be allocated over the time period. Revenues should describe any additional funds required for the project (projected and secured), sources of these funds, and current balances. If this is a multi-year project, then expenditures and revenues should be projected for each year of the proposed project.

B. Organizational information:

- An organization chart describing the management and personnel for the organization as a whole and for specific work on the project (for grants supporting projects only).
- An indication of how often the board of directors meets and a list of its members, including their professional titles, business or other organizational affiliations.
- If relevant, a list of members of the advisory board for the proposed work, including their professional titles, their business or other organizational affiliations, and locations.
- The organization's current work plan—a plan that describes how its resources will be marshaled to achieve its outputs and intended outcomes.