



## SOROPTIMIST PROJECT MATCHING PROPOSAL

### PROPOSAL INSTRUCTIONS:

- The proposal must be completed by the Union / Club / Single Club **requesting support**.
- It must include all information requested, including a detailed **budget**.
- The programme department or the Union / Club / Single Club offering support may ask for any **additional information** they feel is necessary to fully or partially support the project.
- The length of the proposal should be **no more than four pages**.
- Applications should be submitted by **email**.
- **All applicants must submit project pictures by email.**

### I. General Information

Name of the Club / Single Club:

Union:

Name of contact person:

Email address of contact person:

Name of the project:

Brief description of project:

Cost of project (€):

Amount of funds requested (€):

Minimum amount needed to launch the project (please explain):

Other sources of support or any other assistance (expertise, offering know-how, etc.):

Project timeline (start and end dates):

Can the project be implemented with partial funding? : Yes:  No:

Union / Club / Single Club

Date

Signature Union / Club / Single Club President

### II: NARRATIVE

Please provide **no more than four pages** of narrative about the project. The proposal should contain seven parts and correspond to the parts listed below.

1. **Goals of the project.** What are the overall goals that the project will accomplish?
2. **Objectives of the project.** It is important that your objectives are Specific, Measureable, Attainable/Achievable, Realistic and Time-bound (SMART).



3. **Need project is addressing:** State the specific problem the project is addressing. What led your Union / Club / Single Club to initiate this project? How will this project benefit women and/or girls?
4. **Methods of implementing the project:** Describe the specific activities the Union / Club / Single Club will undertake to achieve the goals of the project. Who is responsible for the activities? Where will the project be implemented?
5. **Expected outcomes:** Describe specific, measurable outcomes(s) of the project. Describe the outcome or impact of the project on women and/or girls, including how many people will benefit? Describe how the project can contribute to the well-being of the local community? What is or will be the involvement of women and/or girls in the execution and the follow-up of the project?
6. **Partners:** Will the Union / Club / Single Club be cooperating with other organizations? Please list all other organizations involved in the project and explain the role they will play. Who will ensure communication?
7. **Evaluation:** How will the success of the project be evaluated? Please describe when, how and what will be evaluated. How will the project be sustained? What role will the Union / Club / Single Club play in on-going support and monitoring of the project? Will the Union / Club / Single Club continue to monitor the project even after the completion?

### III: BUDGET

Please include a detailed budget for the project.

Return completed applications or address any questions to:

**SIEHQ**

E-mail: [programme@soroptimisteurope.org](mailto:programme@soroptimisteurope.org)

Mail: SIE Headquarters, Route de Florissant 72, CH-1206 Geneva, Switzerland

Fax: +41 22 789 0443