

CHILDHOOD

WORLD CHILDHOOD FOUNDATION

STIFTERIN: I. M. KÖNIGIN SILVIA VON SCHWEDEN

GUIDELINES FOR PROJECT PROPOSALS

World Childhood Foundation does not have a project application form. We have two major deadlines for project applications to Childhood, please check the German website for actual dates. Since Childhood strives to be a flexible organization however we are not completely closing the possibility of submitting applications at other times as well.

The purpose of this document is to facilitate the development of a project proposal. The following topics may be included in an application to World Childhood Foundation:

- **Background:** Short history of organization. Does the organization receive support from other sources? Previous and ongoing projects? Annual Budget?

- **Project background:** How and why has the idea of the project been developed?

What are the characteristics of the area where the project will be developed – population, needs, socio-economic situation, area of implementation, etc? Who are the relevant stakeholders? Who will be involved in the project and what are their positions?

- **Target group:** Who is the project intended to reach? Direct and indirect target groups? How many participants will be included in the project? Target group must be well defined and within the Childhood focus areas.

- **Child Participation:** How are the children involved in planning, implementation and participation?

- **Goals/Objectives:** Which objectives/results are expected to be reached by the project? Which permanent impacts are hoped for? What is the overall goal?

- **Activities:** Which concrete activities will take place in order to reach the objectives and goals? A monthly time schedule may facilitate your planning.

- **Monitoring and evaluation:** How and by whom will the project be monitored? How will the evaluation be done? What are the indicators? Will you have an external or an internal evaluator?

- **Sustainability:** Will there be possibilities of future financing from local authorities or other donors? What will be the long lasting effects of the project?

- **Costs:** A budget that shows all costs needed to develop and carry out the project – salaries, material, equipment, travel, administrative costs etc. The budget should show the total estimated

costs, which costs that are covered by other funds, and which funds are requested from Childhood. Please use our budget template (available for download at www.childhood.org under "Apply for funding").

- **Auditing details:** Who audits the organization's finances?

Please note: A project proposal does not need to be long or very detailed, but should convey the purpose and implementation of the project at hand.