

Proposed Program-Description

I. Background

(How does this (your) project fit into the larger government's program strategic goals? Suggested Length 1/2 page) And, situation analysis.

II. Program Objective and Strategy

(State one or two major accomplishment that the recipient hopes to reach by the end of the project)

III. Activities and Implementation Plan

(List in detail the activities that the recipient will undertake to reach the Objective as stated above. Include as much quantitative information as possible. Suggested Length: this is the heart of the PD. Take as much space as needed.) And, provide a concise explanation of how program activities will be implemented.

IV. Monitoring and Evaluation Plan

(Monitoring is the process of collecting and analyzing information about the implementation of the project to determine whether activities are being carried out as planned. Evaluation is the process of collecting and analyzing information at regular intervals about the effectiveness and impact of the project.

A monitoring system will answer the following questions:

- *Are the activities you have planned for taking place?*
- *How are you changing activities to reflect the needs of the community?*
- *Do you need more intensive training sessions?*
- *Do you need new training sessions?*
- *Do you need to reallocate resources?*

Recipient shall describe how it will monitor the implementation of project and evaluate whether the project is contributing to the overall goal. Suggested Length: 1-2 pages.)

Sample Evaluation Plan

Objective 1: To improve journalists' ability to effectively investigate and report on human rights issues in their country

Activities	Performance Indicator	Outputs	Expected Outcomes	Data Source

V. Organization's Background/Capacity and Description

(Describe your organization/institution and why you are qualified to undertake this project. Include key personnel, prior experience, size and history of organization, qualifications of staff who will work on this project, etc. Suggested Length: ½ to 1 page)

VI. Budget and budget narrative

Budget Narrative that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of all cost-share offered. An excel sheet for the budget is attached.

