

## How to write a project/ proposal?

Either you need a loan from a Sacco or a bank or you ask for a grant to start up your project, group-business you need a plan! We advise you to create a plan based on the subjects below. This set-up doesn't only help you to create clarity, but it also helps you to fill in the grand proposals' forms and find other potential funders and sponsors.

General information about the applicant																																													
<b>Organisation</b>	Name, website																																												
<b>Contact person</b>	Name, Email and Mobile number																																												
<b>Mission</b>	Mission of the organisation (make sure this is a good one!)																																												
<b>General facts</b>	Who is in the board, number of members (man/woman/youth), where are you located, type of coop, etc.?																																												
<b>Name project</b>																																													
<b>Motive</b>	What is the background, which problem or opportunity do you see?																																												
<b>Project description</b>	What do you want to do? Short description of your project.																																												
<b>Goal</b>	How do you want to solve this problem, work on this opportunity? What is your main goal and what are your side goals (SMART)?																																												
<b>Target group(s)</b>	For who are you organising, developing or making something?																																												
<b>Results</b>	What are your measurable results? What are your indicators for success?																																												
<b>Action plan</b>	In which quarter are you going to do what? Create a clear general planning with measurable actions.																																												
<b>Publicity</b>	Which publicity channels are you going to use? Make clear what you will do for which target group - which of course are not only the participants. What other target groups you want to inform and how are you going to do that?																																												
<b>Collaboration partners</b>	With who are you going to work together and who is going to do what (division of tasks)? Often, it is easier to get money and to be taken seriously if you work together with other organisations.																																												
<b>Budget</b>	Describe how much money approximately you need for the whole project, be specific, also make a coverage plan with not only the funding party in it. Also think of co-finance parts (in materials time or money). <table border="1" data-bbox="507 1529 1442 1933"> <thead> <tr> <th><b>Budget</b></th> <th></th> <th></th> <th></th> </tr> <tr> <th><i>Subject</i></th> <th><i>Activity</i></th> <th><i>Hours/ amount per hour</i></th> <th><i>Costs</i></th> </tr> </thead> <tbody> <tr> <td><i>People</i></td> <td><i>Developing training</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Recruit and select participants</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Organise event</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Etc.</i></td> <td></td> <td></td> </tr> <tr> <td><i>Materials</i></td> <td><i>Location</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Travel costs</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Publicity</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Keynote speaker</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Etc.</i></td> <td></td> <td></td> </tr> </tbody> </table>	<b>Budget</b>				<i>Subject</i>	<i>Activity</i>	<i>Hours/ amount per hour</i>	<i>Costs</i>	<i>People</i>	<i>Developing training</i>				<i>Recruit and select participants</i>				<i>Organise event</i>				<i>Etc.</i>			<i>Materials</i>	<i>Location</i>				<i>Travel costs</i>				<i>Publicity</i>				<i>Keynote speaker</i>				<i>Etc.</i>		
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<b>Coverage Plan</b>		
Organisation	Amount/service	Status (approved, pending, intentional)
Participation fee		
Cooperative		
Bank		
Organisation x	Keynote speaker	
Asked grand/other at this organisation		

### Tips:

- Call the organisation you want to ask money or materials from, before you sent a request, proposal.
- Be on time, most of the bigger funds take quite some time to decide whether to give you money or not.
- If you get money, be sure you keep all the receipts and make somebody responsible for the finances. Know that if you don't realise your goals sometimes, they might ask (part of) the money back.
- Invite contributors to your activities and give them some special attention. Also, with information letters etc.
- Use your network and expand it via them.

### Co-Finances

Cooperatives who just start with youth councils are often a bit concerned on the monetary investment for youth councils, so show some entrepreneurship and try to get things also sponsored by others (for materials, services and sometimes money). A good story always helps to get some help in materials or money, so make sure your "why" is clear and inspiring.

- **Membership contribution**, you can ask the cooperative to spent part of the membership contribution (of the youth) directly to the youth.
- **Sell food and drinks** at events.
- Let **participants pay a small fee for activities**.
- Sometimes individuals or organisations believe in what you do, and they want to give some money without asking for anything in return, as **a gift**. Make sure you thank these people and inform them regularly about what you are doing.
- Ask members, partners and others to offer **free knowledge, materials, machines** etc. So, it's very important to know your members and build up good contact with them.
- Earn money by **organising creative activities**; for example, create and sell Christmas presents (for companies), clean cars, work with a group a day at the cooperative or farm, sell gadgets, organise a movie night.
- Find **sponsors**; they can give you money, knowledge or materials in exchange for publicity (be clear about what you offer).
- Look for **funding**, every funding organisation has its own goals, target groups, geographical working area, rules. Be sure your project connects to these goals.
- **Subsidies**; project grants are provided for a specific project of limited duration or a one-time activity. The project must meet the objectives set by the grant provider.
- Ask the **local government** for financing possibilities in your region and tell them what you can do in return (in the Netherlands youth groups get some money for activities in exchange for keeping the grass around certain ways low).

