

AllPeopleBeHappy foundation

Guidelines for Submitting Proposals v. 5.0

Name of Proposal

Contact Information

- Organization Name:
- Tax ID:
- Project Leader:
- Address:
- Phone:
- Email:
- Website:

I. Executive Summary (< 200 words)

- Describe the concept of proposal.
- The issue you are going to address.
- What population benefits from this proposal?
- What is the level of funding you are seeking from *AllPeopleBeHappy* foundation and for how many years for this particular proposal?

II. Organization (1 page)

A) Describe briefly ALL the activities in which the organization is involved. (not required for renewals)

- How long has this organization been in existence?
- What major goals have been accomplished? Be as specific as you can.
- What has been the source and level of funding so far?
- Describe any religious affiliation of the organization?

B) Organization Details.

- Give details of current staff
- Total number
 - US based
 - Paid (salary range)
 - Unpaid
 - In country staff
 - Paid (salary range)
 - Unpaid
- What is the percentage of your current administrative overhead?
- Are you in contact with organizations doing complementary projects?
- Describe how the organization makes use of local resources?

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- Provide in appendix details regarding the organizations such as:
 - CV's of Founders and key personnel
 - organization policies
 - organization chart
 - 2 most recent 990s
 - audit report
 - organization budget
 - written agreements with partners

C) Organization Vision for Future (not required for renewals).

- Describe your long-term vision of the future (e.g., 5 years from now, etc.).
- What is the level of funding from all sources you hope to be receiving in the future and how do you plan to achieve that?

III. Proposal

A) History of the Current Proposal.

- Is this a new initiative, or if it is ongoing, how long has it been active?
- What major goals have been accomplished? Be as specific as you can.
- What has been the source and level of funding so far?

B) Proposal Details.

- Detailed description of the proposal.
- What is its relevance to the present-time?
- What is the nature of your involvement?
- How are you going to solve the problem you have described?
- Physical location of the project.

C) Implementation Plans for the proposal.

- What are your current plans? (please include time frame)
- Describe any physical facilities already built.
- How exactly would you use a grant from *AllPeopleBeHappy*?
- What other resources have you secured for this proposal?
- Working with any implementation partners?
- What are your plans for capturing learnings from this project and transfer knowledge to others?

D) Expected Results/Evaluation Methodology.

- Please describe how performance is to be evaluated and measured against expectations?
- Please describe numerical metrics that will be captured during the course of the project.

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- *AllPeopleBeHappy* foundation requires quarterly updates and a formal year-end report (guidelines for the final report will be provided)

E) Budget.

- What funding has been secured specifically for this proposal and for how long will it be available?
- What other funding sources are you currently pursuing for this proposal?
- How exactly will the funds from *AllPeopleBeHappy* foundation be used (be specific).

F) Project Execution.

- Give details of your execution plan (step 1, step 2, etc.).
- Give 1-3 years milestones you hope to achieve.
- Describe internal checks and balances for organization audit (internal record keeping, monitoring & evaluation).

G) Vision of the Future for this Proposal.

- Describe your long-term vision for this proposal.
- Where do you see this effort to be in the next 5 or 10 years?
- What sustained level of funding do you hope to be receiving in the future?

Attach Any Picture(s) That Would Be Helpful in Capturing the Essence of the Proposal.
If adding more than one or 2 pictures, please send the pictures separately.