**PROJECT PROPOSAL**

**Empowerment Grant Laos**

**Introduction**

Empowerment grants are small grants ranging between Euro 5,000 and 25,000 for a maximum time frame of 24 months. Empowerment grants are meant for (informal) groups or organisations to raise awareness, develop transformative leadership, build confidence and skills and work against stigmatisation of marginalised and discriminated groups. The minimum requirements are some form of registration combined with a bank account in the organisation’s name. Completed applications can be submitted at any time in Lao and by audio / video via [www.voice.global/laos](http://www.voice.global/laos). Alternatively you can email your proposal to [Laos@voice.global](mailto:Laos@voice.global)

For more information please email [Laos@voice.global](mailto:Laos@voice.global)

**PROJECT OVERVIEW**

|  |  |
| --- | --- |
| 1. Title of the project | |
| 2. Name of the applicant organisation and Address:  Name and position of contact person:  Address:  Phone number:  Email: | |
| 3. Project Period – how many months? | |
| 4. Proposed Budget: | |
| Proposed Start date and end date: | Signature |
| 3. Short project summary | |

**PROJECT DESCRIPTION**

**What is the issue you want to work on?** Tell us the issues faced by you and your community particularly as they relate to access to resources, public services and/or participation in decision making.

**Project Objectives**: What do you hope to achieve or change with this project? (maximum 1/2 page)

**Activities**: What do you need to do to achieve the above? Please provide a step-by-step description of your plans and activities. Attached as Table A is a Work Plan tool that you can use to help you describe the project.

**Team**: Projects are implemented by people. Please tell us about all the people that are involved and provide their names, gender plus a brief description (one paragraph per person) of their experience and contribution to the community.

**Monitoring/Reporting:** How will you know that the activities are successful? Describe the expected results of the activities​ and how you are going to monitor them?

**Additional Comments:** Use this section to make any additional comments about your project. Please also make comment on any help you might need to implement this project.

**BACKGROUND**

Tell us about your organisation or group. What have you done? What made your past work successful? What have you learned from your past work?

Tell us how you develop your activities. How do you work together and plan your activities with them?

Tell us how you are organised?

| **Table A: Work Plan with Summary Activities, Expected Results, timeframe, and expected budget** | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Description of Activities** | 1. **Expected Results** | 1. **Timeframe (weeks or months)** | | | | | | | | | | | | **D. Expected costs** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other costs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total expected costs (add all items in column D) for this project** | | | | | | | | | | | | | |  |
| **Note: Applicants are encouraged to develop their own Excel Spreadsheets with detailed itemised costs in completing this budget proposal** | | | | | | | | | | | | | | |