**2019 Small Grants Programme Application for People and Communities**

**Project Cover Sheet**

**Applicant Information**

Applicant/Project Director Name:

Applicant Role at Organisation/Job Title:

Applicant Organisation:

Organisation Physical Address:  
Organisation City/Town, Province and Postal Code:

Organisation Country:

Mobile Number with Country Code:

Office Number with Country Code:

Work email address:

Personal email address:

Local Language:

Local Currency:

Applicant Organisation Bank Name and Location:

(Winners will need to provide further details including IBAN numbers, swift codes, account numbers, etc for wire transfers of funds)

**Basic Project Information**

Project Title

Project Start Date

Project End Date

Project Co-Director Name, Title and Contact Details

Location/Place where project will take place:

Brief description and number of people to be impacted or involved in the project activity (50 words):

**Instructions for Project Proposal Narrative**

**Please use an 11 to 12-point standard black font with standard margins**

**Please use the bolded headings below to create your proposal of no more than three (3) pages of text exclusive of Cover Sheet and Budget page for a total of five (5) pages.**

**Introduction:**

What is the status of RHD control and prevention in your setting? Briefly describe your organisation’s prior work and experience in RHD. What is the main objective of your proposal?

**Methodology**

What is your plan to get to the outcome you are aiming for?

Please describe the “what, who, how, when and where” detail of the activities you will conduct to meet your objectives? For example,

* Creation of new or strengthening/formalisation of existing PLWRHD support groups
* Capacity building for and networking among existing PLWRHD support groups
* Community and/or school-based RHD-awareness raising projects
* Innovative approaches to improve RHD patients’ medication adherence to secondary prophylaxis

**How will you use the US$2500 funding?**

Please provide brief narrative descriptions of costs by category using the table format below. Please add or change category descriptions based on the needs of your project proposal.

Sample Budget

|  |  |  |
| --- | --- | --- |
| Description of Expense | Local Currency Amount | USD Amount |
| Data/Air-time costs for X workers over X months (example) |  |  |
| Printing costs |  |  |
| Transport Costs for X People |  |  |
| Catering for X People |  |  |
| Office Supplies |  |  |
|  |  |  |
| Total Budget |  | $2,500.00 |

**Outcomes, Impact and Dissemination**

How will you measure the impact of your project? What outcome must you achieve to consider your project a success.

Do you plan to involve the press in your project and/or otherwise publicise it? If so, how?

**Sustainability and Scale.**

Do you plan to collaborate with your Ministry of Health (at any level) to obtain their endorsement or acknowledgement?

How might the outcome of your project be used again as a model for others?

Important Dates:

|  |  |
| --- | --- |
| 2019 RFP Issued | 27 June 2019 |
| Submission Deadline | 26 July 2019 |
| Announcement – No later than | 30 Aug 2019 |
| Project Start Dates | 16 Sept 2019 |
| Mid Term Reports Due | 16 Dec 2019 |
| Project End Dates | 15 Mar 2020 |
| Final Reports Due | 30 Mar 2020 |

Please save your application electronically and email it as an attachment to

[grants@rhdaction.org](mailto:grants@rhdaction.org) by **midnight (your local time) on 26 July 2019.**

**Please also attach a brief bio/CV - no more than 3 page - for the Project Director.**

Please use: **“RHD Action Small Grant Application 2019”** as the subject of your email.

Thank you for your interest, and best of luck with your proposal!