**Proposal Template**

**Community Health / CBHFA**

**Cover page** *(1 page includes project name, project duration, partners and a photo)*

**Summary table** *(1 page, similar to the concept paper)*

**Table of contents** *(1 page, table)*

**Abbreviations** *(1 page, table)*

**1.** **Executive summary** *(1-2 pages)*

**2. Background, assessment, Finding and design methodology** *(2-4 pages)*

**3. Overview of target area and beneficiary population** *(2 pages)*

**4. Project goal, outcomes, outputs and activities** *(5 pages)*

**5. HNS and partner(s) roles and responsibilities** *(2 pages, includes HNS and partners roles and responsibilities, project team, e.g. staff, volunteers...)*

**6. Monitoring, evaluation and reporting** *(2-3 pages)*

Monitoring *(at community level, branch level...)*

Evaluation *(baseline/endline, midterm, final evaluation, reviews...)*

Reporting *(includes a diagram on information flow mechanism)*

**7. Capacity Building** *(­1/2 page on how this project will contribute to building HNS capacity)*

**8. Sustainability** *(1 page)*

**9. Coordination/Partnership** *(1 page)*

**10. Cross-Cutting** issues *(1 page,* e.g. Gender Equity, Accountability to Beneficiaries...)

**11. Plan of action overview** *(­1/2 page)*

**12. Budget overview** *(­1/2 page)*

**Appendices**

* Concept paper
* Logframe
* Plan of action
* Indicator tracking sheet
* Budget