

Empower Nepal Foundation
2000 Como Avenue, Saint Paul, MN 55108, USA
[http:// empowernepal.org/](http://empowernepal.org/)

Project Proposal Guideline

Please provide concise project information as requested below. The proposal should not be more than four pages in length.

I. Project Title:

II. Applying Individual(s) and Organizational Affiliation:

1. Name(s):
2. Address:
3. Organization Name & Address:
4. Organization Mission Statement:

III. Project/Program Description:

1. Project goals, objectives, benefits and significance: State the project goal and briefly describe the project significance, the measurability of the objectives, the project benefits and its beneficiaries.

2. Project/program details:

- a. Proposed project location: Describe in sufficient detail as to how to get to the project site from Kathmandu or major Nepali cities.
- b. Project/program activities (or methodology): What are the specific activities that must be carried out to meet the project objectives? If there is more than one independent activity, please prioritize them for funding.
- c. Personnel involved in the project and their qualification(s): Brief biodata of key personnel in-charge of the project and their role in the project. Identify the individual responsible to communicate with Empower Nepal Foundation and the local contact at the project site.
- d. Resources required for the project: List equipment, materials, human and other resources required for the project.
- e. Project/program schedule: A detailed tentative schedule of program activities. Please list reporting to ENF as one major activity.

3. Project budget and narrative: Please prepare a budget summary sheet. Provide detailed cost breakdown and include explanation of each cost item. Summarize the project costs into total costs, local contribution, funding from other sources, and the requested funds from the ENF.

IV. Local Community Involvement and Commitment: Briefly describe the role and involvement of local community leaders and volunteers from initiation to completion of the project.

V. Submission of the Project Proposal. Please send a Microsoft Word or Rich Text Format file of the proposal to Chairman of ENF Project Evaluation Committee, Dr. Bhairav Khakural. His Email address is: brkhakural@yahoo.com. Please send a copy of the proposal email to President of Empower Nepal Foundation, Dr. Padam Sharma. Dr. Sharma's email address is: padamsharma@comcast.net.

Empower Nepal Foundation (<http://empowernepal.org>) is an IRC 501(c)(3) non-profit organization dedicated to bring people and resources together for Nepal.