



Innovative Grant Fund [IGF]

Proposal Form Requirements to be completed on the Online Application Form

(N.B. The Purpose of this Template is solely for the preparation of your organization response in advance for the Online Application form and will not be considered for Application Submission)

1. APPLICANT

1.1 Name of BMO: _____

1.2 Address: _____

1.3 Phone Number: _____ Email: _____

1.4 Fax Number: _____

1.5 Name of responsible person: _____

Title: _____

1.6 Year of establishment: _____

1.7 Number of full-time Staff: _____

1.8 Number of members [businesses/enterprises]: _____

1.9 Vision of organization _____

1.10 Mission of organization: _____



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1.11 Has your BMO received any financial/technical assistance from foreign governments, international organizations or NGOs for a similar project? (If yes, please describe the nature of the assistance).

2. PROJECT

2.1 Title of the Project: _____

2.2 Project period: Start date _____ End date _____

2.3 Project summary _____

2.4 Brief Project Justification (Describe the current service deficiencies which the project is intended to address. Explain how the project will improve the service.

2.5 Project Approach Summary (with a few sentences describe the overall approach to the project. This includes how the team will be organized, what tools will be used, the actions to minimize the chance of risk or change during the project lifecycle.



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2.6 Project goal (the long-term aim the project will accomplish but could never reach by only one or a few projects)

2.7 Project objectives (specific, concrete deliverables that the project will deliver)

2.8 Project activities (Please list activities under each corresponding objectives)

2.9 Project outputs (please list outputs under each corresponding objectives)

2.10 Beneficiaries (Explain who will benefit as a result of the project)

3. Project budget

a. Proposed budget that includes your funding request from IA

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Budget Template (Please fill the template)

b. Final Project Budget in ETB _____

4. Documents

- a. Registration from the concerned government body **(Please attach file)**
- b. Copy of Audited or un-audited financial statements of the previous two fiscal years. **(Please attach file)**
- c. Minutes of the annual general meeting for the last fiscal year. **(Please attach file)**
- d. BMOs bank address and bank account No. **(Please attach file)**
- e. [Result Framework Template](#) **(Please fill the template)**
- f. [Logical Framework Template](#) **(Please fill the template)**
- g. [Validation of the information given](#) **(Please fill the form)**