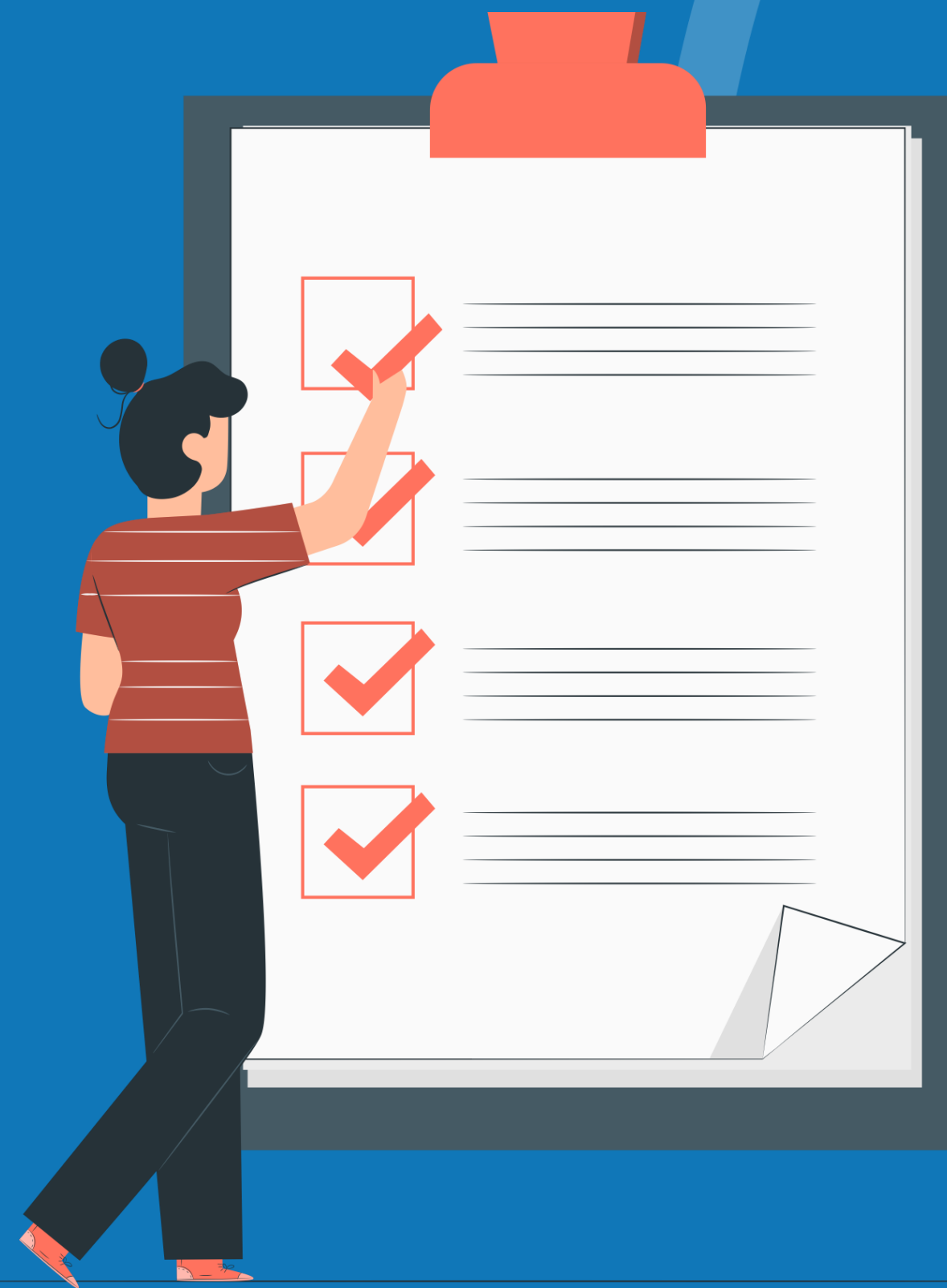


# Establishing a Project

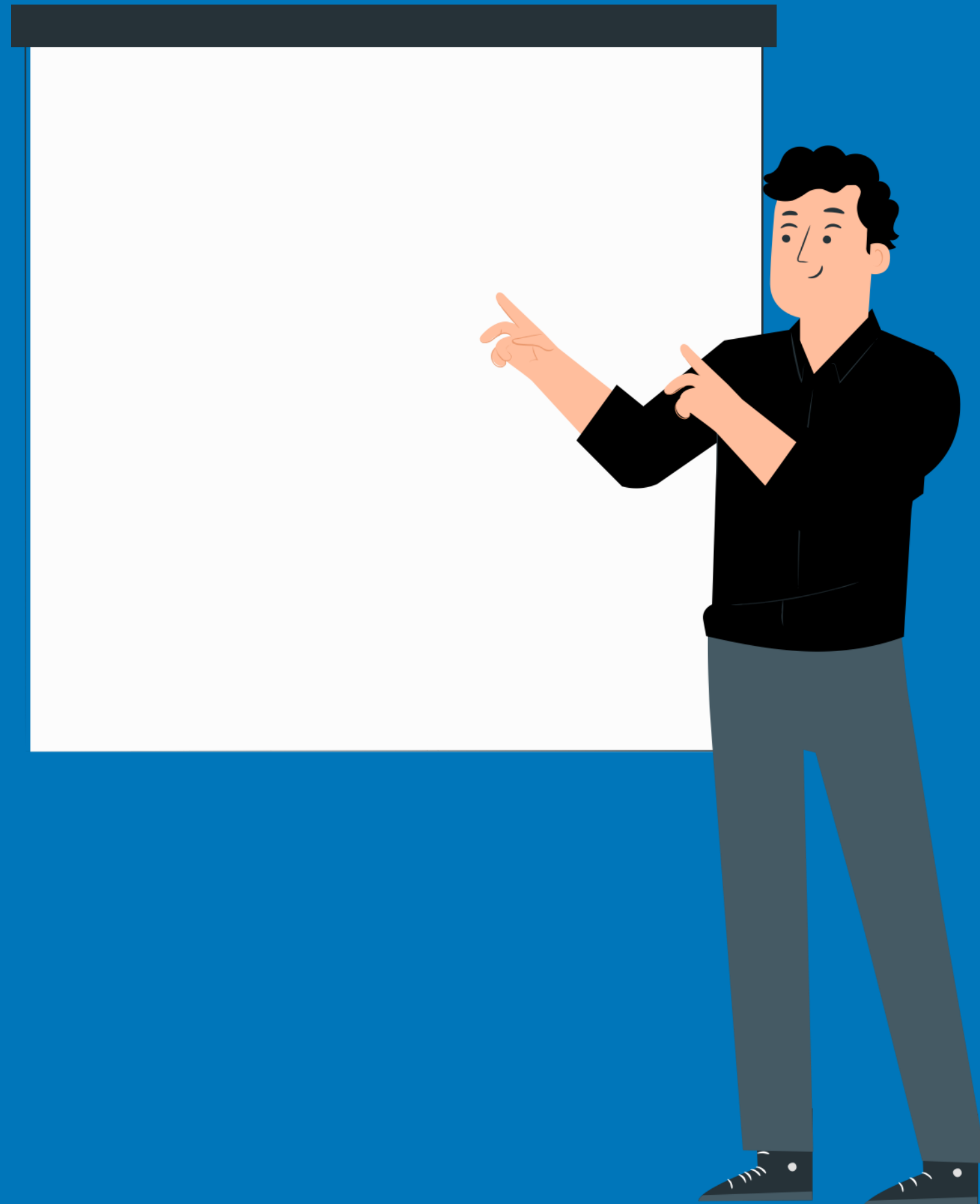


# TOPICS

- Planning a project
- Steps to make a project proposal
- Gender sensitive project
- Project examples



# WHY HAVE A PROJECT?



An alternative way  
to apply for funds

To ensure  
economic empowerment

Support deaf  
people (employment,  
education)

# PURPOSE AND OBJECTIVE(S) OF THE PROJECT



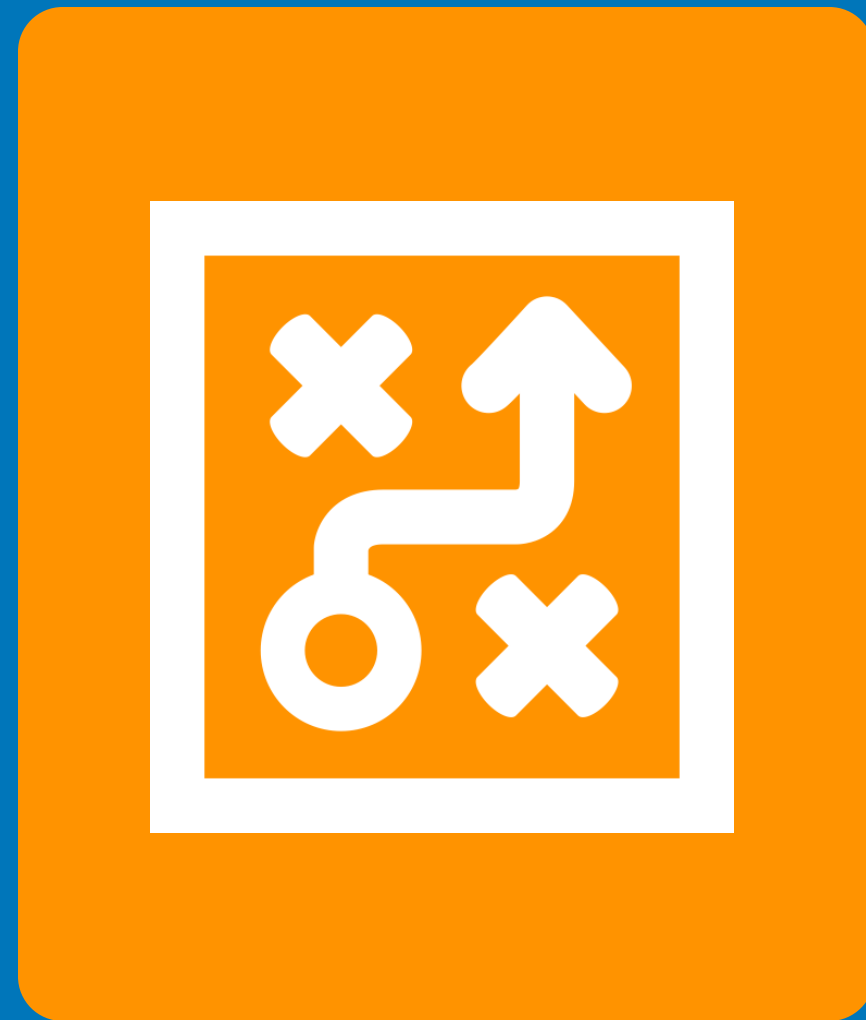
## PURPOSE

Provide the National Association of the Deaf (NAD) and its members with a sustained source of income, which will make them significantly self-dependent organisation and individuals

## OBJECTIVE

- Provide employment to deaf people
- Ensure them the ability to sustain their families
- Establish a functional fundraising structure
- Create a workable project model that deaf people or deaf clubs can use in urban areas

# THREE PHASES



1. PRE-PLANNING



2. PROJECT ACTIVITIES



3. FOLLOW UP

## 1. Pre-planning

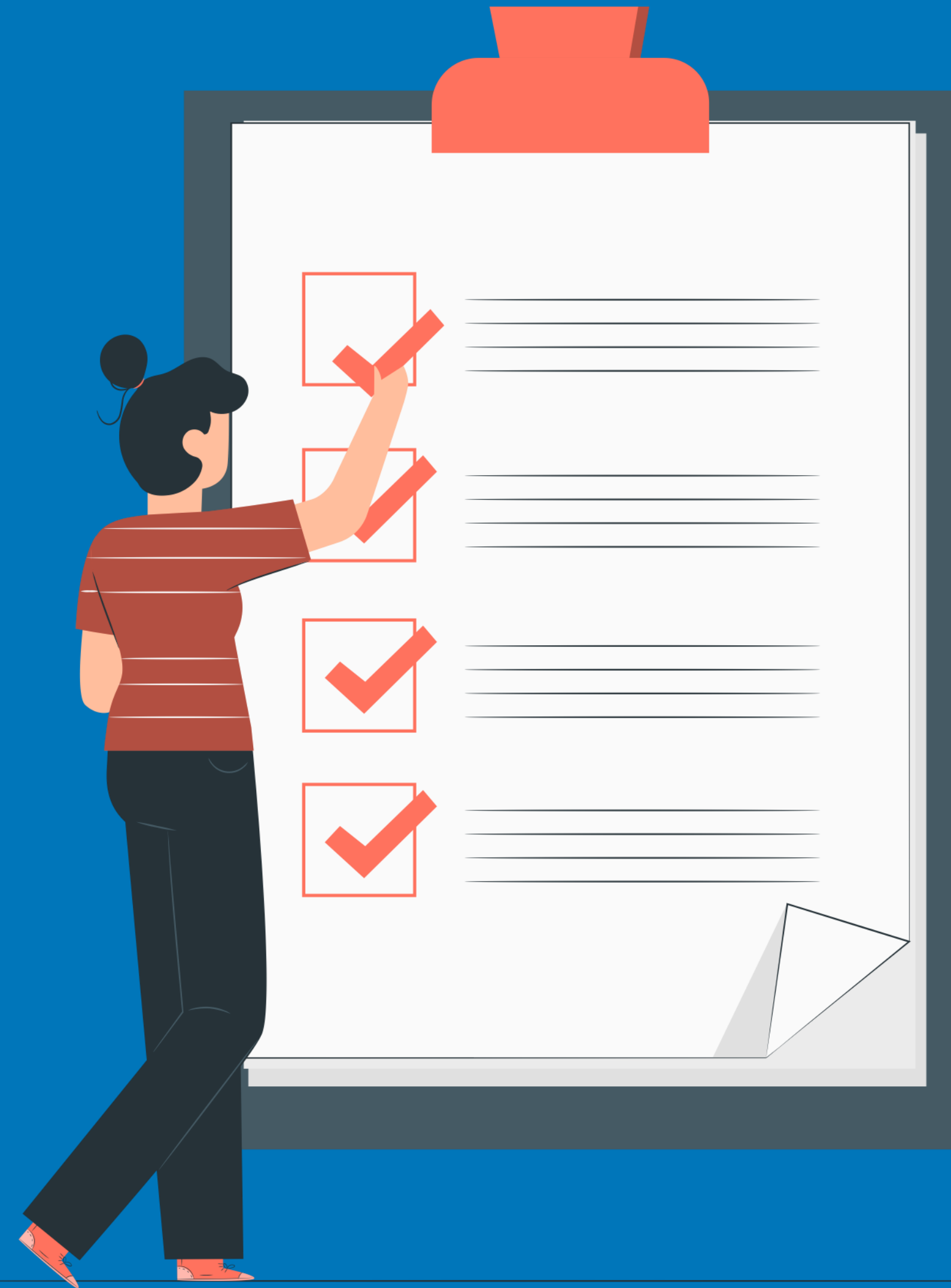
- Research the problem
- Data collection
- Project proposal

## 2. Project activities

- Funding for project activities
- Hire staff and volunteers
- Update your donor

## 3. Follow up

- Monitoring and evaluation
- Report writing



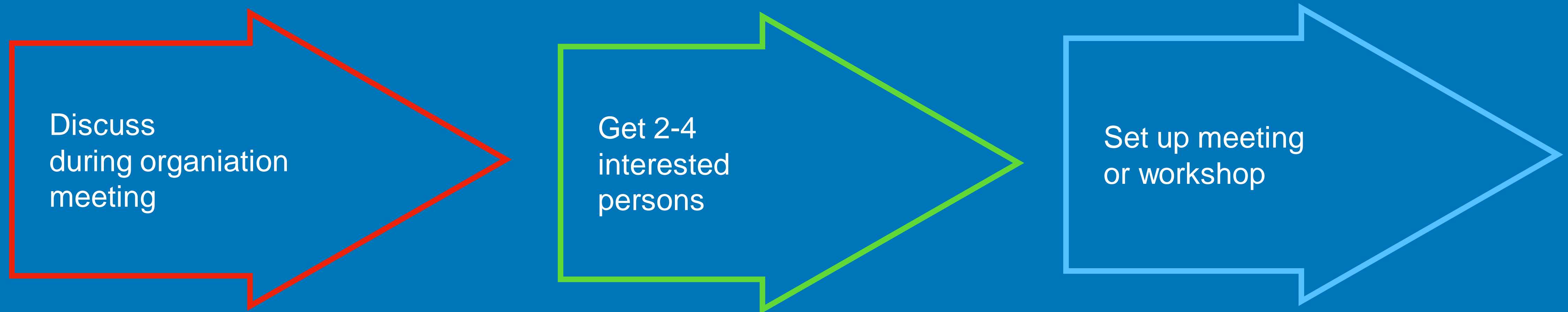
# 1. PRE-PLANNING

- Is your organization is registered with your government?
- Research the issues or problems the project will improve or solve
- Be ready to describe the problem
- Collect data and numbers to show the problem more clearly. For example: Only 4 out of 17 deaf children in your village go to school
- Reserve meeting locations, equipment, office or training areas for the Project Planning Workshop
- Complete a project proposal and search for funding
- Get your organization ready for the project with board meetings, meetings with partners, hiring staff, etc.





# PROJECT PLANNING TEAM



Find people with different kinds of skills like organizing or budgeting

Invite someone who already has experience with local or international projects to help you develop or write your proposal



## 2. PROJECT ACTIVITIES

It is important for the project to have your activities running. The activities usually help achieving the goal of your project.

- Get funding for project activities/events.
- Hire staffs and find volunteers for project activities/events.



# 3. FOLLOW UP: END OF THE PROJECT

Discuss what to do next. Evaluate whether you have succeeded in achieving the goals you set up for the project.

## Monitoring and evaluation

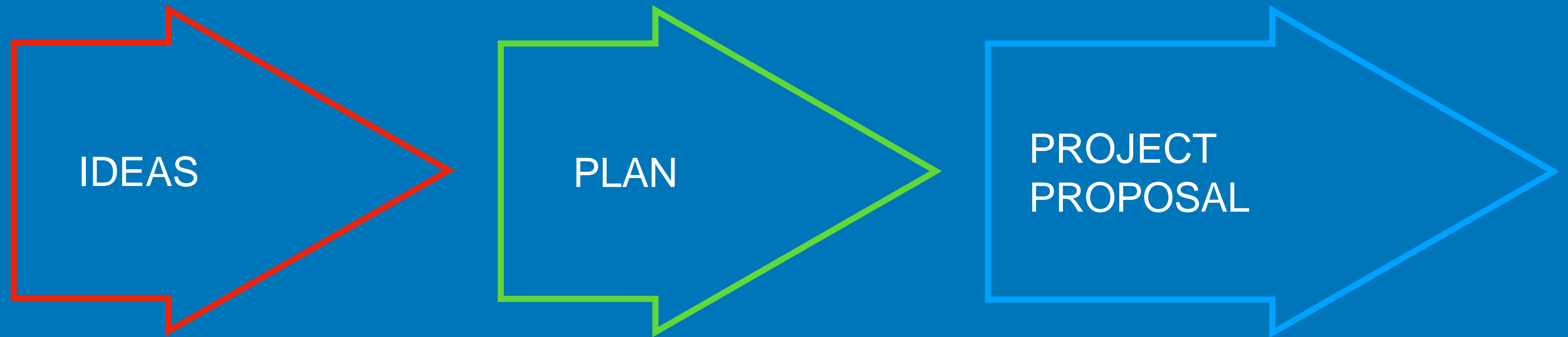
- Observe activities/events for success
- Discuss with people at the activities/events who benefit from the project and record their feedback
- Compare the results against your original goals
- Report to funders and board about the success and challenges of the project

## Report

- Compare planned activities and evaluate how they have been realised
- Use information collected during monitoring
- Progress reports should be sent on time
- Keep your donors informed
- Show your donors successes and failures of your organisation and difficulties you are facing
- Supplement written reports with photos documenting project progress



# PROJECT PLANNING



# A PROJECT PROPOSAL WILL EXPLAIN

WHY  
WHERE  
WHEN  
HOW

...the project will happen

# DO YOU HAVE

- Vision
- Prospect
- Activities
- Estimated costs
- Benefits or anticipated outcomes



# 1. PROJECT PLAN: STEPS

Work plan

Timeline

Budget

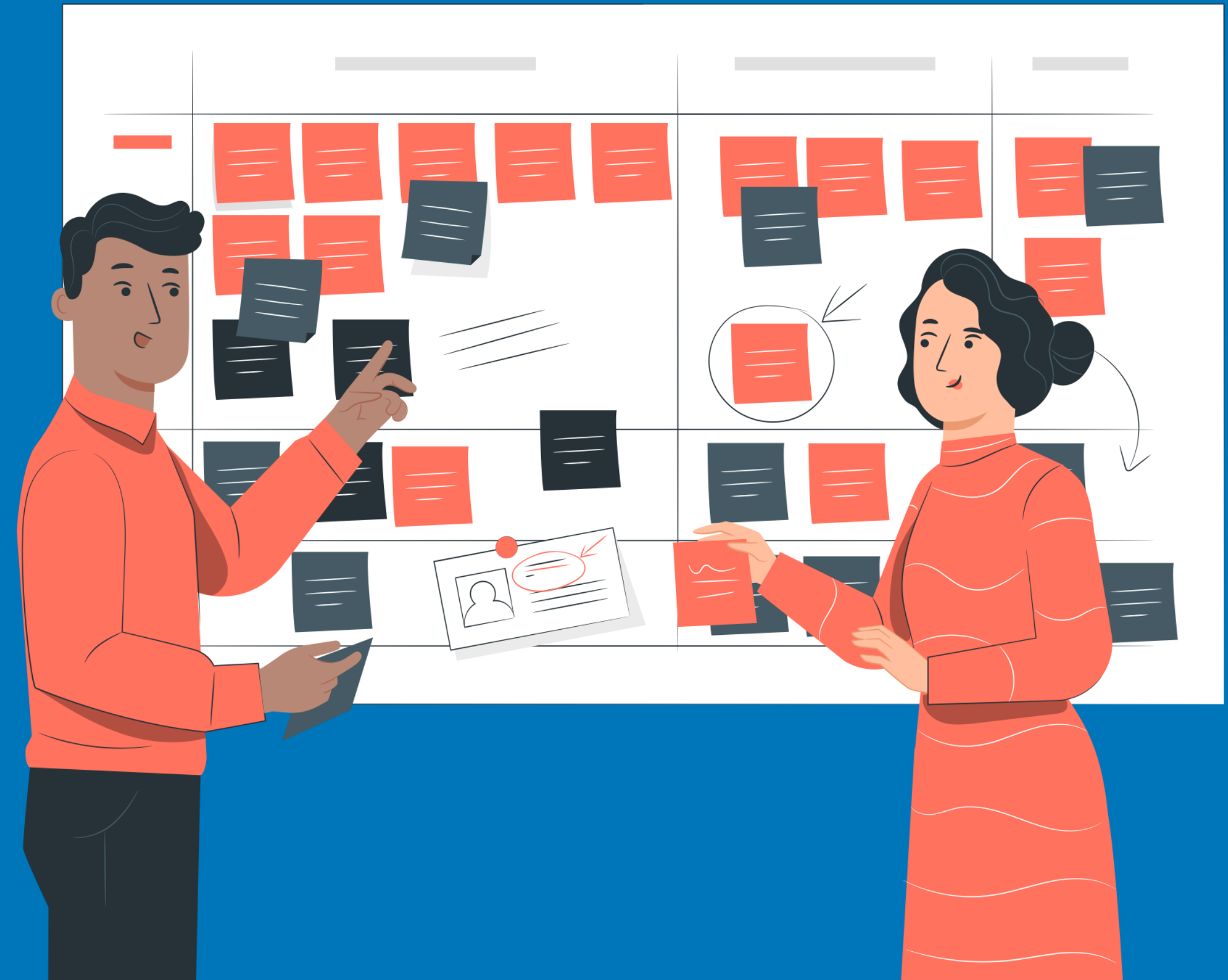
Management  
structure

Monitoring &  
evaluation

Sustainability  
plan

# BENEFITS OR ANTICIPATED OUTCOMES

- Individual level
- Group level
- Institutional level





# SUSTAINABLE DEVELOPMENT GOALS

You can use the sustainable development goals to back up your project proposal

## EXAMPLE

**Goal 8:** Promote inclusive economic growth, full and productive employment allowing people with disabilities/deaf persons and their organizations to fully access the job market as well as an obligation to give employment to persons with disabilities/deaf people



# DO DONOR RESEARCH

- Who you are applying to?
- What their priorities and interests are



# MAKING A PROJECT PROPOSAL

Find out who is responsible for making the decision(s)

Find out about the donor current policies and priorities

Find out what type of grant they give out and what they typically fund

Find out how to apply – do you need an application form?

Find out if there is an application deadline

Allow at least a month to prepare your proposal

# BUILDING A SUCCESSFUL PROJECT

- ✓ Great ideas that meet real needs
- ✓ Goals that can be achieved
- ✓ The right people and resources to do the project
- ✓ Participation and commitment in decision making
- ✓ Excellent management
- ✓ Plans for future

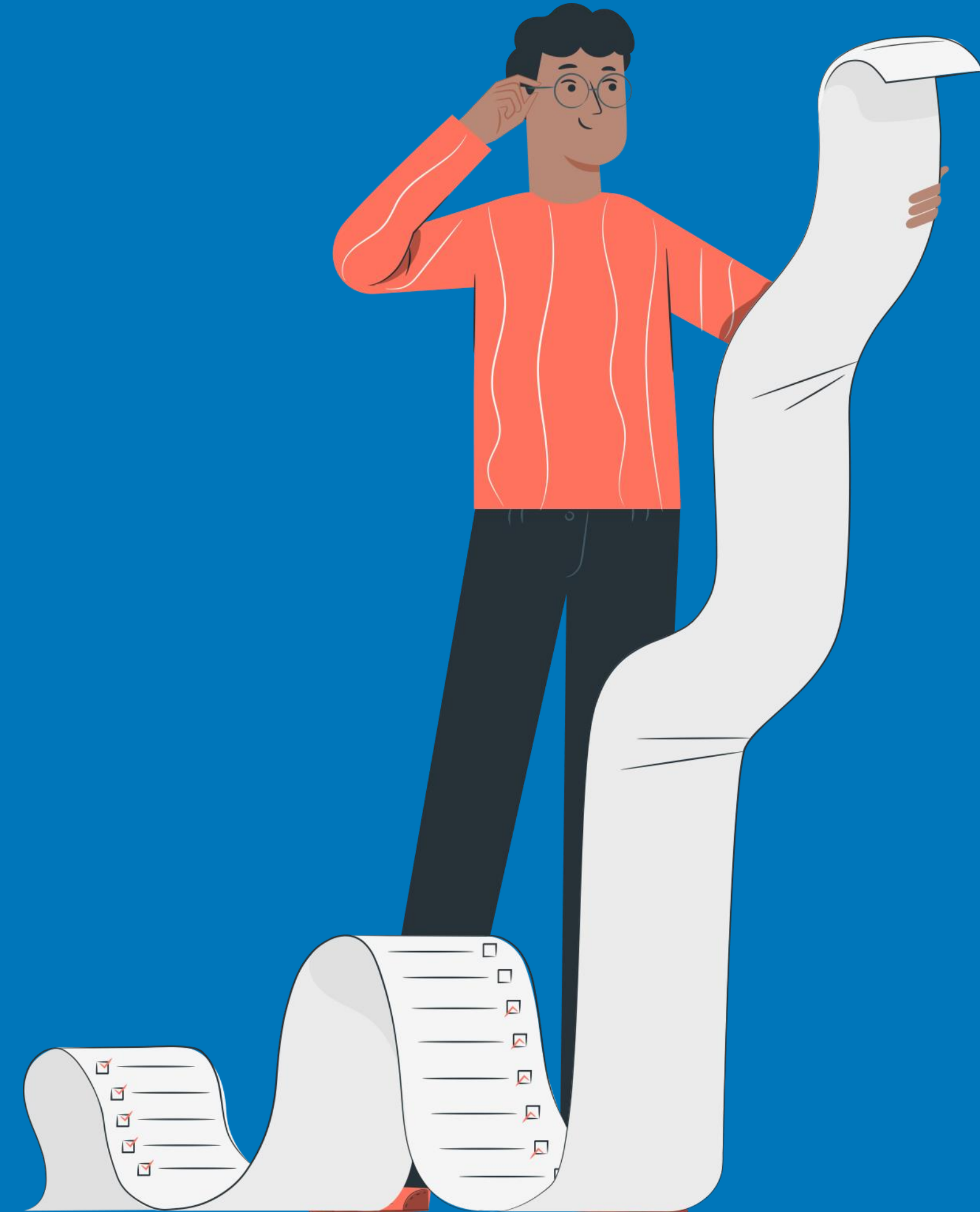
# NECESSARY INFORMATION

1. Background information
2. Aim and objective
3. The problem and the solution
4. The target group
5. The project costs
6. Sustainability
7. Sets of accounts – if required by donor



# 1. BACKGROUND INFORMATION

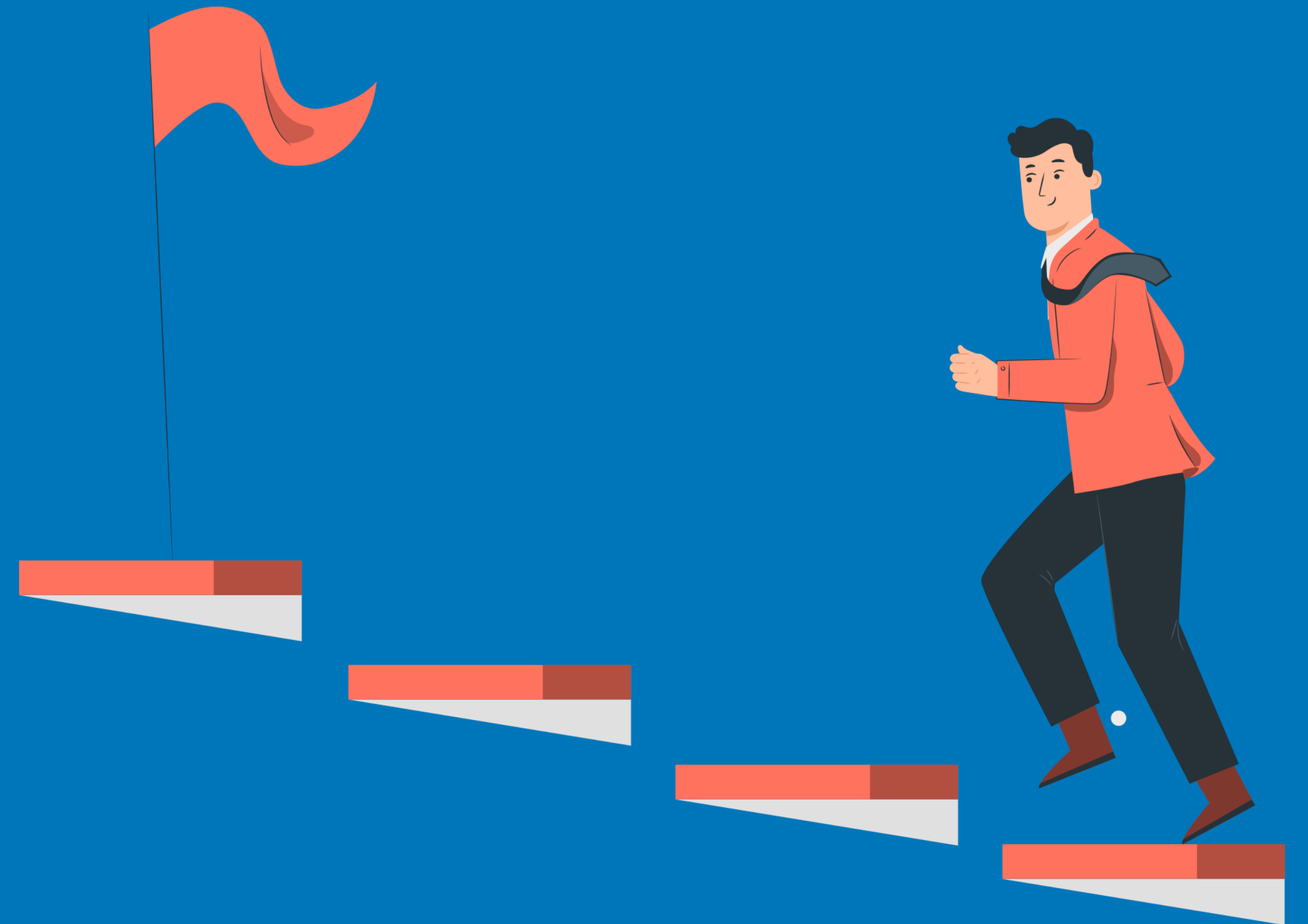
- Date when organisation was established, location, legal status
- Description of the organisation
- Details of person responsible for the project
- Details of contact person (if different from the above)





## 2. AIM AND OBJECTIVE

- What you aim to achieve?
- Objectives of the project?





# 3. PROBLEM AND SOLUTION

- Problem to be addressed and your proposed solution (make sure it fits in with donor's policies and interest)
- Time scale of activities (activity plan)
- What are anticipated results (objectives)
- How you monitor and evaluate your project? Give milestones and calculate results
- How will this fund help the problem?



# 4. TARGET GROUP

- Describe the region and community, including the number of people living there
- How many will benefit?
- What is the desired impact on beneficiaries, socially and economically?
- Gender distribution?
- How the target group has been involved in the planning and implementation of the project?



# 5. PROJECT COSTS

- Total cost of project, full breakdown of costs for individual components
- If you need to purchase items, obtain written estimates
- Funding plan
- Make clear what are you asking donor for?



## 6. SUSTAINABILITY

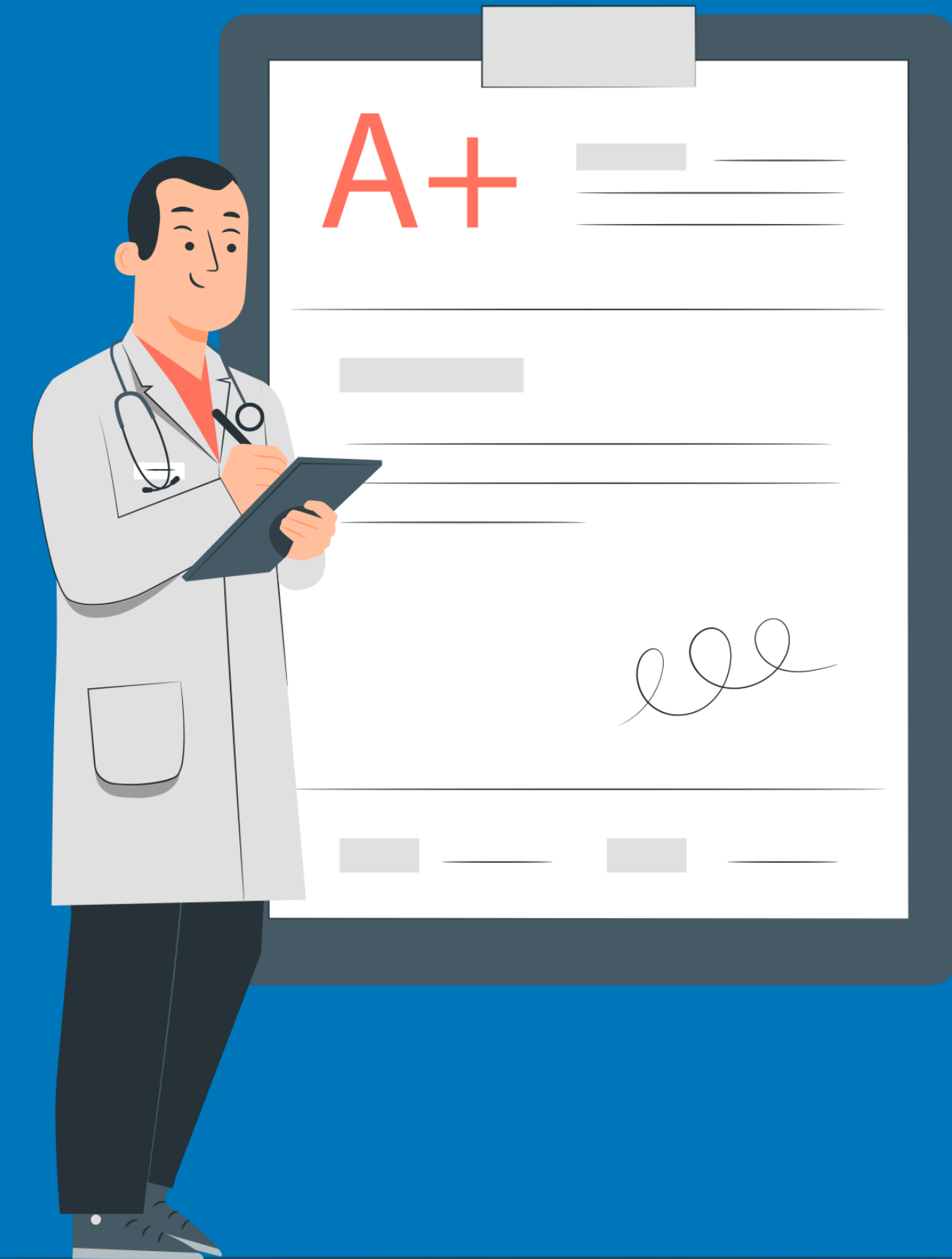
- How the benefits will be sustained after the project?



# WHAT DONORS CONSIDER

**Donors are typically interested in the following questions when considering a proposal:**

- Is the proposed project compatible with the funding priorities of the donor?
- What is the proposed budget?
- Are the costs fully justified?
- Is the organisation trustworthy?
- What are the history and experience of the organisation?
- What is the problem, need or want addressed?
- What solution is being proposed by the applicant, and why it has been selected?
- Is the project operationally feasible?
- Are the costs and expertise needed?





# GENDER-SENSITIVE PROJECT PREPARATION

- Specific steps may be required to involve women in project preparation
- Have both men and women taken part?
- Have they been able to explain their needs and interests?
- How was the project idea and project developed?



# PROBLEM ANALYSIS

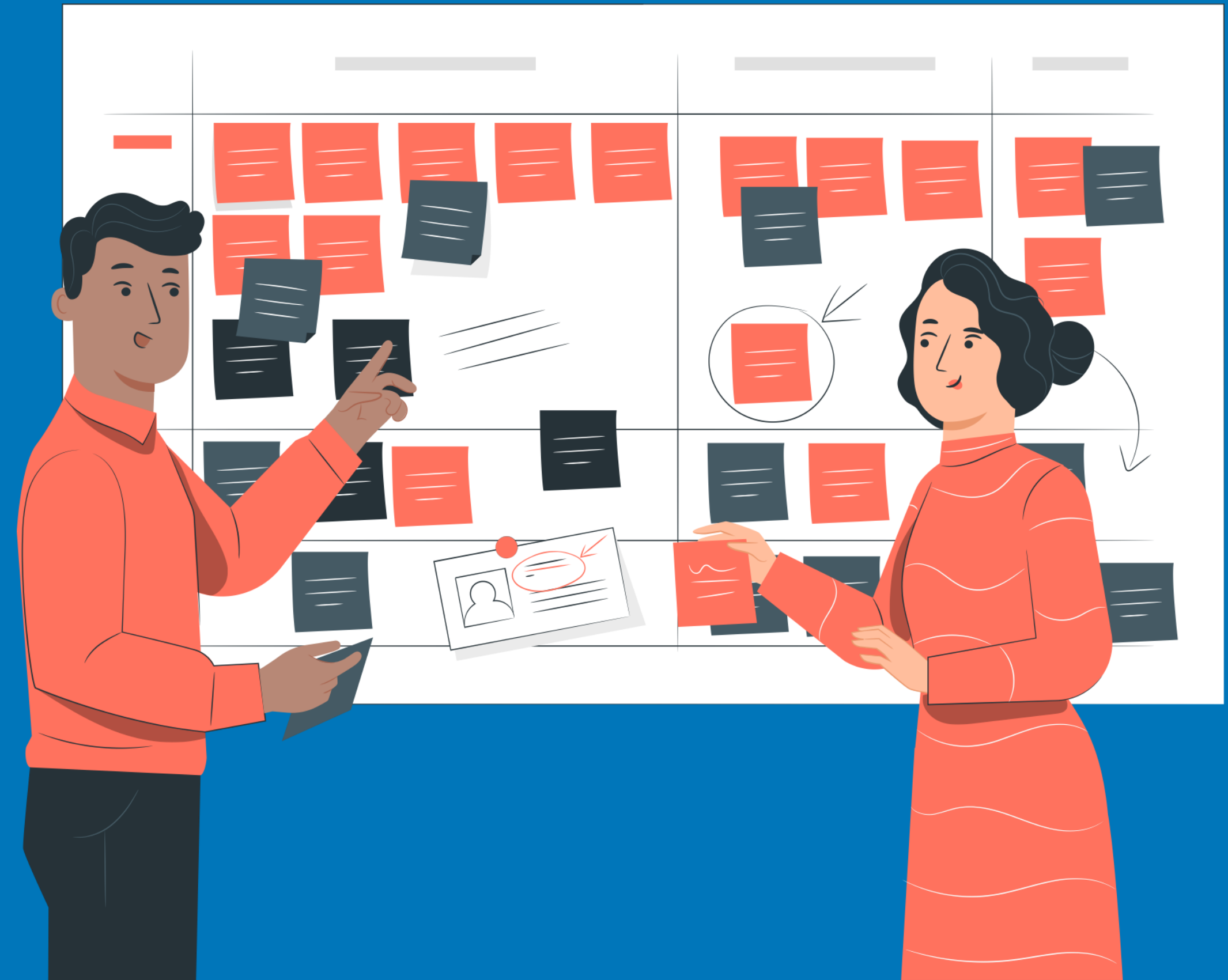
- Greater number of female than male does not guarantee that the project will pursue the interests of women more than men
- How the main problem affect men and women?
- How the problem analysis considered needs, roles, interests and conditions of women, men, boys or girls?





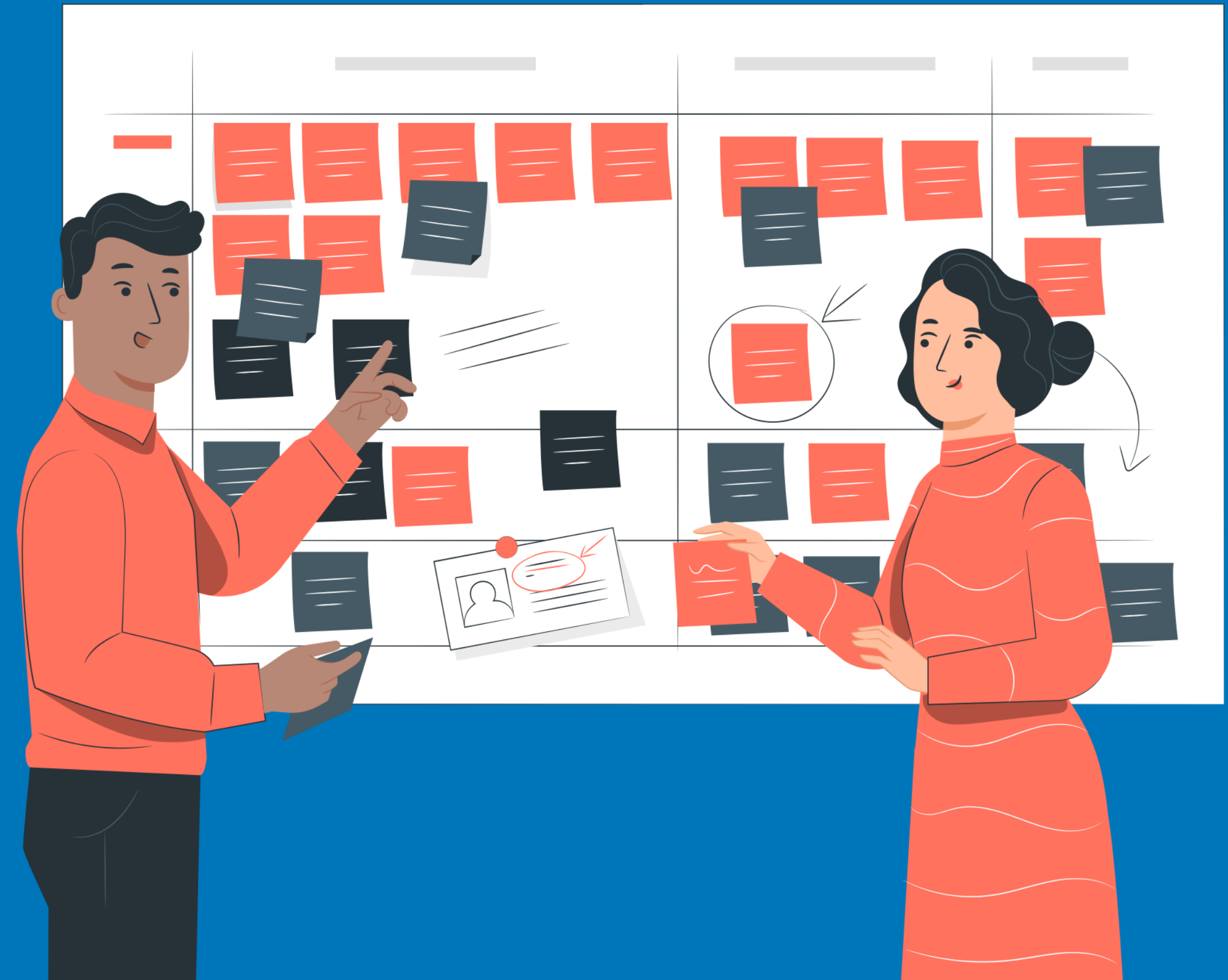
# PROJECT OBJECTIVES

- How have the objectives been designed to meet the needs and interests of women and men?



# RESULTS, ACTIVITIES, PERIOD

- How project ensures the inclusion of women and men in the activities?
- Activities should be planned in cooperation with different target groups



# TARGET GROUP

- To include, you should understand their needs, interests and how to address them
- How many women and men will take part in activities?
- Do they have different needs and interests regarding participation, and how will you ensure that these are taken into consideration?



# PROJECT STRATEGY

- How will the project contribute to gender rights?
- Have you planned any activities only for women or men? What might be advantages and disadvantages?
- Does the project and implementation have different consequences for men and women?
- Could there be any negative consequences and if yes, how will you prevent them?



# DIVISION OF RESPONSIBILITIES

- Female leadership can support the courage of women to participate and create role models for young deaf girls
- Are both women and men involved in the management of the project?
- How is the division of labour and responsibilities?

