

# People for Progress in India

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*PPI supports projects sponsored by responsible, registered non-profit tax-exempt organizations in India that promote self-help and economic independence in the needy sectors of society.*

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## INSTRUCTIONS FOR A PROPOSAL

Please submit your proposal by e-mail on your own stationery, following this outline. You may modify or add items to the outline as appropriate.

### I. REQUIREMENTS

1. The organization must be a registered as a nonprofit, tax-exempt NGO in India, and must be currently registered under the Foreign Contribution Regulation Act (FCRA). *If you have not previously been funded by PPI, you must provide copies of the relevant documents to certify this registration.*
2. The organization must not be affiliated to a religious group or political party, and the proposed project must not involve discrimination on the basis of religion, caste, or political affiliation. However, a project may be primarily for the benefit of a disadvantaged community.
3. Projects are funded up to three years at a time. Funding after the first year is contingent on satisfactory progress in the previous year.
4. Budget can range from one to six lakhs/year. Details of the project costs are required.
5. PPI's mission is to provide seed money for projects that can continue on a self-sustaining basis or have a lasting impact.

### II. SUMMARY INFORMATION

Please provide:

1. Name and address of organization (including e-mail address)
2. Title and location of proposed project
3. Date of submission
3. Names and e-mails of the head of the organization and the project coordinator
4. Contact phone number for coordinator

### III. PROJECT DESCRIPTION

Please provide a description of the proposed project:

1. Goals and objectives of the project?
2. Who will benefit? How many beneficiaries (both direct and indirect) will be helped?
3. How will the goals of the project be achieved? How will you monitor the progress of the project? Please provide a concrete and specific description of the work plan. This plan should contain an explanation and justification of the items in the budget (in Part V below).
4. Does the project involve loans to individuals? If so, please provide details.

5. What will happen to the project after PPI funding ends? What long-term impact will the project have? Will the project activities be able to continue on a self-sustaining basis?
6. What difficulties do you anticipate in executing the project and how do you intend to deal with them? Please provide a realistic description to show that you have considered the critical issues.
7. Will funds for this project also be provided from another source? Please provide the names and addresses of other organizations who are providing funding or to whom you have applied for funding.
8. If it is a training program, how will the trainees be helped in earning a good living after the training?

**IV. ABOUT YOUR ORGANIZATION** (for new organizations not previously funded by PPI) Please provide the following information:

1. How long has your organization been operating, and how many people are involved?
2. What are the goals and purposes of your organization?
3. What are your recent sources of funding?
4. What are your current projects? Please describe briefly.
5. Please describe the nature and accomplishments of one recently completed project. Feel free to discuss difficulties and frustrations as well as positive results.
6. We would appreciate any further information you can provide that will help us to evaluate your organization – for example, contact information for individuals or organizations that know your work.

**V. BUDGET**

Please provide a detailed account of the costs of the project, using a format similar to the one below. Amounts should be listed in rupees.

*Items*

	PPI	Other
Item 1.....		
Item 2.....		
<b>Total</b>	_____	_____

Under *Items*, include categories such as equipment, supplies, costs of training programs, loans to individuals, support for volunteers, honoraria, administrative costs, etc. The items in the budget should be explained and justified in the project description (Part III above). The “Other” columns are for the listing of funds obtained from other sources (either other funding agencies or local contributions).