**Project Proposals**

Guidelines for Project Proposers

Project proposals should ideally contain the following information:

1. Introduction (should set the context and give background information).
2. Aims (should demonstrate clearly ‘how’ the project will achieve its objectives/outcomes).
3. Objectives/Outcomes (should demonstrate ‘what’ the project will achieve).
4. Methodology (should provide a structured and coherent set of methods for achieving objectives/outcomes).
5. Timeline (ideally a Gantt chart with a breakdown of what will be done at each stage).
6. Budget\* (detailed breakdown of project costs including contingencies e.g. for delays).
7. Referenced Sources (if relevant) (should be authoritative and reliable).

\*Please provide an overall budget if the MBI Al Jaber Foundation are not major sponsors. Please also give details of all donors and sponsors if the MBI Al Jaber Foundation is not the sole sponsor.

Proposer should demonstrate:

1. The benefits to the communities that the project is focussing upon.
2. That the benefits are consistent with the overall and specific mission objectives of MBI.
3. And should make clear how the benefits of a & b are to materialise.