

BML COMMUNITY FUND

Proposal Template

The proposal must include all of the below content

1. Organizational Profile

- Provide a short introduction of the organization including a list of past projects carried out

2. Project Details

- Project Title
- Name of the island that will benefit from the project
- Issue, problem or concerns the project will address

3. Project Summary

- Details of the proposed project and how it will help address the issue
- Expected results of the project specifying the short and long term benefits

4. Project Budget

- Total budget (in MVR) required for project
- Total funding from additional sources, if applicable
- Budget breakdown, highlighting areas where the funding from the Community Fund will be utilized

5. Project Implementation

- Provide details on how the project will be implemented
- Implementation timeline (project should be implemented within 3 months of awarding)

Project Activity		Budget	Timeline (Week)												
No.	Description	MVR	1	2	3	4	5	6	7	8	9	10	11	12	13

*the above shown table is a sample timeline template, add more columns/rows as required

- Other details of the project implementation (if applicable)

6. Organizational Structure

- List of all members of the executive committee/board

Name	ID Card No.	Phone No.	Organizational Designation/Title	Occupation

7. Risk Mitigation

- Provide details of any risks you may encounter in delivering the project, and actions that will be taken to mitigate them

Risk	Mitigation Actions

Note: Do keep the proposal short and simple. If you require any assistance, please reach out to us via community@bml.com.mv