

## PRCF Operational Guidelines (OP 008)

### SUBJECT: PRCF PROPOSAL DEVELOPMENT AND SUBMISSIONS

#### Purpose

As competition for funding increases throughout, the PRCF will need to ensure that grant applications we send to all donors are of the highest quality. To ensure a highly professional and coordinated approach in our proposal submissions, the following guidelines have been devised.

These guidelines do not apply to small grant schemes:

1. With a budget of less than, or equal to, USD 5,000;
2. Which were prepared with community based organizations (CBO) and local partner non-government organization (NGO), at the country program level; and,
3. For proposals prepared in partnership, where ownership of the proposal belongs to the partner organization.

#### **1. Concept Notes/ Proposals/ Letters of Inquiry**

All Concept Notes / Proposals / LOIs (to be submitted to donors) must be reviewed by the Program Development Officer (PDO) and Chief Executive Officer (CEO), to be submitted and signed solely by the CEO or appointee.

Prior to their submission for review, ensure that:

- 1.1. Documents are submitted to the PDO and CEO a minimum of three weeks for proposals and two weeks for LOIs prior to the submission deadline given by the donor. This will ensure submissions are not prepared under great time restraints and will provide sufficient time for the preparation of supporting documents.
- 1.2. Permission to submit proposals less than three weeks from the submission deadline must be granted in writing by the CEO alone.
- 1.3. All documents are to be revised at least twice prior to submission for review by the PDO and CEO.
- 1.4. Once a draft has been submitted to the PDO and/or CEO, no further amendments can be made to the document until either the PDO or CEO has reviewed it.
- 1.5. All documents must include the PRCF (general) logo on the top, left corner of the Page Header. No proposals are submitted with Country Program logos.
- 1.6. All submissions are to be accompanied by a Cover Letter (A standard format for this is provided in Appendix 1), which is signed by the CEO or appointee.
- 1.7. When a suggested format is not provided by the donor organization, the Standard PRCF Concept Note format is to be used (Provided in Appendix 2).
- 1.8. All documents are to be submitted for review by the PDO and CEO in MSWord (.doc or .docx) formats alone.
- 1.9. The primary contact person for all submissions made by the PRCF is to be the CEO. The CEO solely signs Grant contracts.

1.10.	In the event that the Concept Note / Proposal / LOI requests a second set of contact details, then will the appropriate Country Program Manager (CPM), Chief Technical Officer (CTO), or an appointed staff member's contact information be included.
1.11.	All submissions to the donor are to be made a minimum of two days prior to the submission deadline, usually at 5:00pm.

<b>2. Sample Sequence of Proposal Preparation and Submission</b>	
2.1. Stage 1	Several weeks prior to proposal/LOI deadline <ul style="list-style-type: none"> <li>• Concept Note or proposal opportunity discussion with PDO.</li> <li>• Information recorded in proposal tracker, donor database (if not already listed), and calendar.</li> </ul>
2.2. Stage 2	Three weeks prior to proposal deadline <ul style="list-style-type: none"> <li>• Proposal Application Form submitted to the CEO and PDO for review, after having been reviewed twice by the CTO.</li> </ul>
2.3. Stage 3	Two weeks prior to LOI / proposal deadline <ul style="list-style-type: none"> <li>• Letter of Inquiry / Concept Note submitted to the PDO and CEO for review.</li> <li>• Budget ideas submitted to the Chief Financial Officer (CFO) for discussion with PDO and CEO</li> <li>• Draft cover letter submitted to the CTO.</li> <li>• <i>For proposals:</i> supporting documents prepared.</li> </ul>
2.4. Stage 4	One week prior to LOI / proposal deadline <ul style="list-style-type: none"> <li>• Final modifications to the document made by the CTO based on the recommendations of the PDO and CEO.</li> <li>• Budget finalized in liaison between CTO and CFO.</li> </ul>
2.5. Stage 5	Two days prior to LOI / proposal deadline <ul style="list-style-type: none"> <li>• Documents submitted to the donor organization by the CEO or an appointee, copied to PDO and CTO.</li> </ul>

<b>3. New Project Concepts</b>	
3.1.	A brief summary of the idea and key outcomes, <b>maximum one page</b> in length, is submitted for review to the CPM, PDO and CEO. <ul style="list-style-type: none"> <li>• No standard format is needed; a Word (.doc and .docx format) document will suffice.</li> <li>• This will be evaluated based on its compliance with PRCF goals, mission and vision, and on its alignment to an existing Country Program Strategy.</li> </ul>
3.2.	Once the initial idea is approved, the opportunity is then clearly identified in the Standard PRCF Concept Note format (unless an LOI format is requested by the donor) and submitted for review by the CEO. <ul style="list-style-type: none"> <li>• This standard format is to be used by PRCF staff members, existing partners, and potential partners.</li> </ul>

#### **4. Budget Notes**

With no exception, budgets must be reviewed and approved by the CEO and the PRCF Financial Officer (FO). Ensure that budgets will:

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| 4.1. | 1. Use the format budget template common to PRCF proposals, unless the donor provides a specific template.  |
| 4.2. | 2. Be placed as an imbedded MS Excel file within the MS Word document, unless the budget tables are clearly too large to imbed in the MS Word document, in such case a separate MS Excel document is acceptable.  |
| 4.3. | 3. Include institutional overheads as per related Operational Guideline (attached) or as otherwise allowed by the donor, and other necessary costs, such as social insurance taxes and the likes.   |
| 4.4. | 4. Include corresponding in-country costs to support Country Office.  |
| 4.5  | 5. Include a minimum of three sections (Minimum budget line items for Budget Table attached): <ul style="list-style-type: none"> <li>a. Management Costs</li> <li>b. Administration and Logistic Costs</li> <li>c. Direct Implementation Costs</li> </ul> |

**Note: Absolutely no proposals are to be submitted for bidding of consultancy services or contracts. The PRCF does not acquire funds consultancy services. If in doubt, please feel free to contact the PDO or CEO for clarification**