



PROPOSAL CHECKLIST

In order to assist you in writing a good proposal, please review the check list on the following page and insure that your proposal has responded to each item on the list. RSWR expects that proposals will be unique to your organization’s needs, be designed in consultation with the women who will benefit from the loans and will be written with all of the details below included.

While it is permissible to engage the assistance of a proposal writer, proposals which are not clearly originated from and designed by your organization in consultation with the women beneficiaries will not be considered by RSWR.

“v” when complete

<p>1. A clear and detailed description of the income generating project(s) the women will engage in. NOTE: If your group is undertaking more than one business project, you must describe each project, giving the details for each.</p>	
<p>2. The number of women who will receive the initial loans from RSWR grant. Are the women members of a self help group? Describe the group. (Please note that RSWR does not accept proposals where the beneficiary group is less than 20 women.)</p>	
<p>3. How much money will each woman be lent?</p>	
<p>4. Give the expected income for each income generating project you propose. What is the gross monthly income each woman can make? What are the monthly expenses? (Expenses <u>must</u> be included in the anticipated economic plan.) What is the net income after all expenses, including repayment of the loan are deducted?</p>	
<p>5. Tell how each woman will repay her business loans. How much will she repay each month? Will you charge interest? If so, how much? (RSWR expects that the group members will be part of the decision making about the amount of interest paid and the monthly repayment amount. We also expect that it will be a reasonable interest rate)</p>	



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6. RSWR expects that each proposal will include a savings plan for each woman so that she may begin the discipline of saving some money each month for family emergency needs. Have you described how much each woman will save monthly?	
7. RSWR expects that each proposal will include an organization's most recent annual financial audit (unless that organization is unable to do an audit for financial reasons). This audit must include the entire NGO's budget.	
8. Does your budgetary request include the following items: A. Seed money requested; B. Staffing; C. Training; D. Administration; E. Travel	
9. Are all of you mathematical figures correct?	
10. Is your project consistent? For example, do you give the same information about the numbers of beneficiaries and the income generating project throughout the proposal?	

If you have questions about writing your proposal you may contact:

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