

PROPOSAL CHECKLIST - INDIA

In order to assist you in writing a good proposal, please review the checklist below and insure that your proposal has responded to each item on the list. RSWR expects that proposals will be unique to the women beneficiaries' needs, be designed in consultation with the women, 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.

“√” when complete

1. A clear and detailed description of the income generating project(s) the women will engage in. NOTE: If the women are undertaking more than one business project, you must describe each project, giving the details for each.	
2. The number of women who will receive the initial loans from the RSWR grant. Are the women members of a self help group? Describe the group. (RSWR requires that beneficiary groups be between 20 and 35 women.)	
3. How much money will each woman be lent?	
4. Give the expected income for each income generating project you propose. What is the gross monthly income? 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?	
5. Tell how each woman will repay her business loan. How much will she repay each month? How much interest will you charge? (Interest rates should cover inflation plus a small amount for administrative expenses, but should not exceed the interest rate an established business person could get from a bank.)	
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 your savings plan?	
7. RSWR expects that each proposal will include an organization's most recent annual financial audit. 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	

If you have questions about writing your proposal you may contact the RSWR Program Director, Sarah Northrop at: sarahnorthrop@rswr.org.

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