

PEACE OF MIND

FOUNDATION

PROJECT PROPOSAL TEMPLATE

This document serves as a resource to help organizations develop project proposals that align with the standards and priorities of the Peace of Mind Foundation. The document provides a framework for a well-structured, coherent proposal, ensuring it effectively communicates the project's goals, methods, and anticipated impact. By offering detailed explanations of each component, this document aims to support organizations in presenting their projects with clarity and depth, facilitating a thorough understanding of the initiative's value and potential outcomes. While outlining key elements of strong proposals, the template is flexible, allowing organizations to adapt it to their unique contexts. Use it as a tool to enhance the clarity and completeness of your proposal, highlighting its potential for meaningful impact.



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Project Overview

We recommend starting the proposal with a clear header that includes the project title, location (country, region, or city), duration (start and end dates), and the total budget requested in a specified currency (USD, EUR, CHF, or GBP).

The organization

Proposals should include a detailed introduction to the submitting organization. This section should cover the organization's history, including the year of its founding, its mission, and its overall objectives. Additionally, it should provide an overview of the organization's operations, describing its size in terms of staff and its areas of expertise. If the organization works in multiple countries, this section should also focus specifically on its activities and impact in the country where the proposed project will take place. Highlighting relevant past or ongoing projects in the region will strengthen this section.

Problem Statement

This section should present a compelling argument for the necessity of the proposed project. It should include a brief background on the issue the project seeks to address, emphasizing the community or group it targets. Discuss the challenges related to trauma, mental health, or other relevant topics, and provide data or context about how these issues are affecting the local population. A clear and well-supported problem statement demonstrates the project's importance and urgency.

Project description

This section explains the project's purpose and goals, divided into key components:

1. Primary Objective: State the main goal of the project and how it directly addresses the identified problem, providing a clear understanding of its overall purpose.
2. Specific Objectives: List actionable and measurable steps that will help achieve the primary objective, showing the pathway to success.
3. Methodology and Activities: Describe the methods, activities, and approaches to be used, including details such as frequency, scale, participants, and the professionals involved. A clear and detailed plan ensures better understanding of implementation.
4. Theory of Change: Explain how the proposed project supports and reinforces the organization's theory of change, demonstrating how its methods and objectives align with the overarching framework.
5. Impact and Outputs: Highlight the expected impact of the project and the tangible results, such as the number of beneficiaries and broader outcomes like community-level improvements or enhanced mental health practices.
6. Please explain how your project aligns with national mental health strategies and action plans (if applicable).



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Target Beneficiaries

Provide specific data on the target group for the project. Indicate the number of individuals who will benefit, such as children, caregivers, or other community members. Explain how the project will ensure inclusivity, addressing the needs of the most vulnerable individuals in the community. Highlight any efforts to make the project accessible and equitable for all participants*.

*Note that Peace of Mind Foundation is primarily seeking to assist children. If the main beneficiaries of your proposal are not children and adolescents, it is unlikely that your proposal will be selected for funding.

Expected Results

The project's outcomes should highlight both qualitative and quantitative impacts, focusing on how it will improve beneficiaries' lives and promote long-term community well-being. Direct impacts may include the number of participants completing the program with measurable improvements in trauma symptoms or resilience. Community impacts could involve increased mental health awareness and improved practices, while sustainable impacts might include strengthened local resources to support ongoing trauma recovery.

Monitoring and Evaluation

Detail how the project will be monitored and evaluated to ensure its effectiveness. Include the specific criteria, tools, or methods that will be used to assess progress. Provide examples of metrics that will be tracked and explain how the data collected will be analyzed and used to improve project implementation. If you need guidance on how to design your project's M&E approach consult this [M&E Guide for MHPSS programmes in emergencies](#).

Risks and Risk Management

Describe the process for identifying, assessing, and addressing potential risks that could impact the project's success. This involves outlining the main threats, such as logistical challenges, external factors like political instability, or operational issues. Detail the strategies and measures the organization will implement to mitigate these risks, such as contingency planning, regular monitoring, or adaptive management approaches. Demonstrating a clear understanding of risks and proactive management ensures the project's resilience and ability to achieve its objectives.



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Child Safeguarding Policy

Summarize the organization's child safeguarding policy, focusing on its key principles and practices. This section should demonstrate a commitment to ensuring the safety and well-being of children involved in the project. Highlight any specific measures or protocols that will be in place to protect participants.

Detailed Budget

Provide a comprehensive and detailed, itemised budget for the project. Break down costs into specific categories such as personnel, materials, training, transportation, and administration. The more detailed the budget, the easier it will be to understand the financial requirements and allocate resources appropriately.

Budget Administration

Explain how the organization plans to ensure that the project stays within the proposed budget and detail the processes for managing the funds received. This includes outlining financial oversight mechanisms, such as regular audits or financial reviews, and describing how expenses will be tracked to ensure transparency and accountability. Provide details on the roles and responsibilities of individuals or teams managing the funds and any safeguards in place to prevent mismanagement or misuse.



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