



## PARTNERSHIP PROGRAM

### PROPOSAL APPLICATION COVER SHEET

Please complete the following sections of the PCPP Proposal Application. When each section has been completed, please mark the appropriate box below.

- A. VOLUNTEER REFERRALS
- B. VOLUNTEER AND PROJECT PROPOSAL INFORMATION
- C. MONITORING AND EVALUATION
- D. PROJECT TIMELINE
- E. PROJECT BUDGET
- F. PROPOSAL NARRATIVES

Has the community been informed and fully understands that Partnership funds are to be used only for costs associated with the project and that there will be no additional funding beyond the authorized amount on the proposal as submitted?

Yes  No

We verify that this project is needed by the community of \_\_\_\_\_ who are the intended beneficiaries, and that we fully understand and will fulfill the requirements of the Peace Corps Partnership Program in implementing this project

\_\_\_\_\_  
*Peace Corps Volunteer's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Community Partner's Signature*

\_\_\_\_\_  
*Date*

*I have reviewed this proposal and certify that it is well-planned, accurately budgeted, and the Peace Corps volunteer has the technical skills to successfully complete the project within the timeframe of his/her service. Furthermore, this proposal meets each Peace Corps Partnership criterion set forth in section 4 of MS720.*

\_\_\_\_\_  
*Peace Corps Country Director's Signature*

\_\_\_\_\_  
*Date*

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## A. PEACE CORPS PARTNERSHIP PROGRAM VOLUNTEER REFERRALS

Please complete this section. **A contact name must be included with each entry.**

In an effort to assist the Partnership Program in identifying persons who may be interested in supporting the proposed project, I have provided the following names and addresses of relatives, friends, schools, community civic groups, and organizations:

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

The information requested on this page is collected under the authority of the Peace Corps Act, and will be used to promote and publicize this project and the Peace Corps Partnership Program. Supplying this information is entirely voluntary, and failure to do so will have no effect on the standing of the project. By signing below, you have granted permission to the Partnership Program to publicize this project and your involvement/participation in the project, and for the Partnership Program to contact the referrals listed above on your behalf.

Peace Corps Volunteer \_\_\_\_\_ Date \_\_\_\_\_



## C. MONITORING AND EVALUATION

### How will you know if your project is reaching its goals and objectives, and producing the desired benefits or change?

On this page, you will find a menu of indicators that will help you track the progress of your project. These indicators were chosen because they highlight the kinds of changes and outcomes that are most likely to occur in small-scale community development projects.

Please choose the indicators that you and your community will use to track the progress of your project during its implementation. When you complete your project, you will use the same indicators to report on the results that you and your community achieved.

#### INDICATORS OF SUCCESS

##### REQUIRED

**participants acquiring new knowledge or skills**

*(may include literacy, technical, or vocational skills or administrative and/or financial practices, ability to manage production, marketing or income-generating activities, or ability to obtain financial or technical assistance)*

Who/how many? \_\_\_\_\_

\_\_\_\_\_

What skills? \_\_\_\_\_

\_\_\_\_\_

How will you know? \_\_\_\_\_

\_\_\_\_\_

##### CHOOSE 1- 4 ADDITIONAL/OPTIONAL INDICATORS OF SUCCESS

**improved capacity to define and meet goals and objectives**

*(relates most directly to changes in knowledge, skills and behavior, and may include planning skills, ability to set up group goals, and small project design skills, among others)*

What changes? \_\_\_\_\_

\_\_\_\_\_

How will you know? \_\_\_\_\_

\_\_\_\_\_

**presence of linkages with similar groups or networks**

*(number of formal and informal contacts and nature of these contacts)*

How many? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What kind? \_\_\_\_\_

\_\_\_\_\_

How will you know? \_\_\_\_\_

\_\_\_\_\_

**improved decision making**  
*(relates to change in attitudes and behavior, and may be observed through more participatory practices, gender inclusiveness, access to and willingness to share information, and financial transparency and accountability)*

What changes? \_\_\_\_\_

\_\_\_\_\_

How will you know? \_\_\_\_\_

\_\_\_\_\_

**Other:** \_\_\_\_\_

\_\_\_\_\_

Please indicate how this will be measured: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other:** \_\_\_\_\_

\_\_\_\_\_

Please indicate how this will be measured: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other:** \_\_\_\_\_

\_\_\_\_\_

Please indicate how this will be measured: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## D. PROPOSAL TIMELINE

### Sample Project Timeline:

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Buy Materials		X					
Transport Materials		X					
Community Meeting	X		X		X		X
Educational Workshops	X		X		X		X
Preparation of Construction Site	X	X					
Construction of Building		X	X	X	X	X	

### Project Timeline:

Approximately how long will your proposed project last?

Months: \_\_\_\_\_ Weeks: \_\_\_\_\_ Days: \_\_\_\_\_

Please include a detailed project timeline as a separate attachment (see example timeline above).

**PLEASE NOTE:** The amount of time it takes to fund a project can be substantial depending on the amount of request and number of referrals received.

## E. PROJECT BUDGET

Please include a budget summary for the proposed project as a separate attachment. Indicate the quantity needed and the total cost of each item in both USD and local currency. Please also state whether the item will be paid for with PCPP funds or from community contributions.

Partnership Contribution: USD \_\_\_\_\_ Local Currency \_\_\_\_\_

Community Contribution: USD \_\_\_\_\_ Local Currency \_\_\_\_\_

Total Project Cost: USD \_\_\_\_\_ Local Currency \_\_\_\_\_

### Sample Budget:

Currency Exchange Rate: 2 Pesos = 1 US Dollar

#### Partnership Contribution

Material	Unit	Quantity Needed	Unit Cost (pesos)	Total Cost (pesos)	Total Cost (USD)
2x2 meter aluminum roof	Sheet	35	8	280	140
Roofing nails	Bag	5	4	20	10
Cement	Bag	70	16	1,120	560
¾ steel rebar (12 meters)	Rod	35	12	420	210
Wire	Spool	5	12	60	30
2 inch nails	Bag	4	8	32	16
Wood 5 cm x 5 cm x 12 m	Length	20	14	280	140
Wood 5 cm x 10 cm x 12 m	Length	10	14	140	70
<b>Total Partnership Contribution</b>				<b>3,472 Pesos</b>	<b>1,736 USD</b>

#### Community Contribution

Material	Unit	Quantity Needed	Unit Cost (pesos)	Total Cost (pesos)	Total Cost (USD)
Sand	M <sup>3</sup>	3	90	270	135
Gravel	M <sup>3</sup>	1	90	90	45
Wood beams: 10 cm x 2 m	Beam	35	6	210	105
Adobe bricks	Brick	7,000	.1	700	350
Labor (10 days per latrine)	Day	350	6	2,100	1,050
Transportation of Materials	Trip	1	40	40	20
<b>Total Community Contribution</b>				<b>3,410</b>	<b>1,705</b>

#### Total Project Costs

	% Contribution	Total Cost (Pesos)	Total Cost (USD)
Partnership Contribution	50.5%	3,472	1,736
Community Contribution	49.5%	3,410	1,705
<b>Total Project Cost</b>	<b>100%</b>	<b>6,882</b>	<b>3,441</b>

**F. PROPOSAL NARRATIVES – PLEASE DO NOT LIMIT YOUR SELF TO THE SPACE PROVIDED. TEXT BOXES WILL EXPAND TO MEET YOUR SPACE REQUIREMENT FOR EACH NARRATIVE.**

<p>1.</p>	<p><b>Executive Summary:</b></p> <p>Please write a <b>250 WORD</b> summary of the proposed project. This allows potential donors to better understand the project. Describe the project objectives. Explain the community contribution for this project and briefly outline your request for the Partnership Program.</p> <p>Note: This summary will be posted directly on the Peace Corps Website.</p>	
<p>2.</p>	<p><b>Background Information:</b></p> <p>Please provide a 1-2 paragraph description of your community and the community members involved with the proposed project.</p>	
<p>3.</p>	<p><b>Community Need:</b></p> <p>Please explain, in 1-2 paragraphs, the merit of this project, and why it is a priority in the community. What happens if the project is not implemented?</p>	
<p>4.</p>	<p><b>Community Initiation and Direction:</b></p> <p>Describe, in 2-3 paragraphs, how the community is the driving force behind the project. Please discuss who in the community first proposed the project as well as how the beneficiaries are involved in the project’s planning and implementation. What are the roles and responsibilities of the community members?</p>	



<p>5.</p>	<p><b>Community Contribution:</b></p> <p>Please describe, in 1-2 paragraphs, the community contribution to this project. Contributions can include the costs of manual labor and transportation as well as contributions of cash or raw materials. Community contribution must total <i>at least 25%</i> of the <i>total</i> project cost.</p>	
<p>6.</p>	<p><b>Project Implementation:</b></p> <p>Please present and discuss, in 3-4 paragraphs, the plan for implementing this project. Describe the phases of the project. Define specific tasks involved with the project, the order in which they will occur, and who will accomplish each task.</p>	
<p>7.</p>	<p><b>Project Sustainability:</b></p> <p>Please indicate, in 3-4 paragraphs, the skills and knowledge that will be acquired by the community through the implementation of this project. How will the project increase the capacity of individuals and support the community in meeting its goals? Does the community have the resources to sustain the project in the long term?</p>	