

Section 2.4 Activities

Activity 2.4.2 Develop Short Biographies

To save time in writing funding applications, develop a “staff member skills template”. The information can be adapted to fit the requirements of specific tender applications.

In practice this means providing short biographies on each of the proposed team members.

This enables the funder to know that the proposed project staff are competent and have the capacity to successfully undertake the project. They also want to be assured that the duties of the proposed staff are clearly defined.

Name & Current Position	Qualifications	Brief description of skill sets and experience within the field	Highlight previous success and achievements