

# Section 8.4 Activity

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## Activity 8.4.1 Draft Your Proposal Description

Your proposal description details your strategy to meet the identified need and funding body's priorities. It needs to be acceptable, credible, and feasible.

The questions below will help you draft a proposal description based on the Results Based Accountability Framework (see [Section 2 About Your Organisation \(p23\)](#)).

### Your Proposal's Objectives

What are your proposal's objectives? If the funder has told you what they want the funding to achieve, make sure your proposal's objectives are aligned with the funder's objectives.

### What You Will Do

What activities or services will you undertake or provide to achieve the objectives? Clearly state:

- What you will provide. Be specific (e.g., do not say we will provide workshops. Say we will provide 8 workshops).
- Why you have chosen these activities and/or services. Demonstrate the appropriateness and effectiveness of your proposal for your target population.

### Resources and Materials

What resources and materials will be required to achieve your objectives? Tell the funder what:

- Services will be offered
- When they will be offered
- Number of staff required
- Skill set required.

Activity 8.4.1 continued over page

## Activity 8.4.1 Draft Your Proposal Description (cont.)

### The Milestones

How will you implement the activities and/or services? Tell the funder:

- When each activity will start and finish
- How you will know when each activity has been completed
- Who will be responsible for achieving each milestone.

### Reporting Progress

Tell the funder:

- How you will measure outputs and outcomes
- What indicators you have determined to measure if the services and activities are meeting their targeted outcomes
- How you will report on your progress and the outcomes
- How you will manage risk.