GRANT APPLICATION

PAGE 5 - GUIDANCE FOR PROJECT DESIGN, MONITORING AND EVALUATION

Below we have included information to help you in the process of developing a strong Project Plan with clear goals, activities and indicators for measuring success

Goals: Goals are intended to help you define the success of your project. Think about what you want to accomplish and how to express it in a measureable and attainable fashion. Make sure that your goals are SMART: specific, measurable, attainable, relevant and time-bound and be clear about your target population (numbers, location, characteristics). Here is an example of a SMART goal, "To provide high quality HIV/AIDS prevention education to 5,000 at-risk women in the project area through a network of 200 community health workers during the first 6 months of the project."

Activities: This is where you will need to describe everything that needs to happen in order to achieve your project's goals. Using the example above, an activity to achieve that goal could be to "Host training for at-risk women about HIV/AIDS prevention." Please be as specific as possible.

Time Frame: This is where you will include a deadline for each activity indicating when you aim to have that activity completed by. With the example above, the training for at-risk women could have a time frame of "within six months of project start." Again, be as specific as possible, including dates if available.

Total Expected Beneficiaries: Here you will describe the specifics of your target population for each activity. We are looking for a description of who and a quantity of how many. With the example above, the training for at-risk women could be expected to reach "200 women 24 and older and 50 girls 23 and younger."

Indicators: Indicators are intended to help you measure whether or not you are meeting your project's goals. You will need to select an indicator for each goal.

**When selecting your indicators, please be sure to include AT LEAST TWO from the list of World Connect Common Indicators (described in detail further below).

This is CRITICAL so that we can summarize the success of the projects that we support. It is key to measure your progress at different points throughout your project, such as:

1. Baseline: This is your starting point. You will need to collect this information to show where you began. Continuing with our example of HIV/AIDS prevention education, you will need to measure what the group of at-risk women being trained knew prior to your stellar training. You can then use the same instrument (a survey, for example) at the end of your training to show how successful your project was.

2. Midline: Measuring progress made on completed activities half-way through your project is a great way to ensure that things are on track or to make necessary adjustments. Using our example, you could learn at midline that you are increasing knowledge within your target of at-risk women on some topics but not on others. You can then make adjustments to ensure that your overall goal is achieved by the project's end.

3. Final: It is essential to measure your indicators at the completion of your project. This will allow you to celebrate your success based on data. For example, if at baseline your students scored an average of 60% on your HIV / AIDS knowledge pre-test, but scored a stellar 99% on the post-test you've shown considerable achievement.

Data Collection Method & Person Responsible: This is where you should specify who is responsible for measuring the indicator and how it will be done. Using our example, you could measure the changes in knowledge among at-risk women using a survey and it could be the responsibility of the project leader to make sure all the data are collected.

World Connect Common Indicators: In selecting the indicators for your project, you must include AT LEAST TWO indicators from the list below. We have provided a general format that you can use to plug in the specifics related to your project.

KNOWLEDGE

Use a KNOWLEDGE indicator if your goal is to improve education related to HIV/AIDS prevention, family planning methods, nutrition, cultural history, local flaura and fauna recycling, musical performance, etc.

General Format: Increase in knowledge related to (type of information) among (how many)(describe population)

Example: Increase in knowledge related to HIV/AIDS prevention among 5,000 at-risk women

ACCESS

Use an ACCESS indicator if your goal is to improve access to local nutritious food sources, clean water, sanitation, family planning methods, HIV/AIDS screening, recycling bins, sports equipment, music classes, educational resources, etc.

General Format: Increase in access to (specify what) among (how many) (describe population)

Example: Increase in access to locally produced eggs among 150 families

BEHAVIOR

Use a BEHAVIOR indicator if your goal is to demonstrate a postive change in behavior among the target population such as exclusive breastfeeding, incorporating local nutritious foods into diet, increased school attendance, decreased incidences of delinquency, increase in recycling, etc.

General Format: Increase in (behavior/skill) among (how many) (describe population)

Example: Increase in exclusive breastfeeding immediately after birth among 25 new mothers

<u>INCOME</u>

Use an INCOME indicator if your goal is to increase the amount of funds available to your target population by supporting them to learn a marketable skill, start a small enterprise, etc.

General Format: Increase in income from (what) to (what) among (how many) (describe population

Example: Increase in income from \$0/week to \$10/week among 20 women trained in sewing techniques

GRANT APPLICATION PROJECT PLAN



Instructions: A strong plan for monitoring and evaluating your project is critical to its success. We cannot emphasize enough how important this step is in developing your project. Complete the template below with as much detail as possible about your goals, all relevant activities, time frame, expected beneficiaries and indicators of success. Please refer to the guidance on the preceding page. This is your opportunity to illustrate that your project is well designed and has a strong plan for implementation and measuring success. Add additional rows and merge cells as needed.

Goals	Activities	Time Frame (Month / Year)	Expected Beneficiaries	Indicators	Data Collection Method & Person Responsible
Improve NAT test scores for third grade	Students will be able to	one school year	90 students in	2011-2012 math NAT: 37.21%	DepEd reports:Ma'm
		June 2013 to			
Improve NAT test scores for sixth grade	Students will be able to	One school year	90 students in	2011-2012 math NAT: 37.97%	DepEd reports:Ma'm

Provide a narrative for how you plan to monitor and measure your project's success. Please include a detailed explanation of the data collection tools you plan to use (interviews, surveys, etc.) and who will be responsible for collecting and analyzing the data.

All teachers and students will have access to the manipulatives but the grade three and six teachers will be given a priority since their students' performances will be monitored. The teachers in third and sixth will complete a survey at the end of each grading period in the 2013–2014 school year to indicate the amount of usage. Future purchase can be made if a particular manipulative is in constant demand.