**Narrative Proposal Template**

Please note that this template is provided as a resource to submitting applicants. Using this template is **optional**. You may submit your proposal using your own format, as long as it adheres to the requirements outlined in the RFP.

|  |
| --- |
| **Submission Details** |
| Proposal Title |  |
| Lead Applicant Organization Legal Name |  |
| Lead Applicant Organization Operating Name  | *(If different from legal name)* |
| Lead Applicant Organization Mailing address |  |
| Lead Applicant Organization Telephone Number |  |
| Lead Applicant Website |  |
| Preferred Language for Communication |  |
| Head of Agency Name & Title |  |
| Primary Contact Name & Title |  |
| Primary Contact email |  |
| Proposal Submission Date |  |

**Proposal Components**

The exact length and order of these sections will vary according to the specific details of your project. The total proposal should not exceed 12 pages, excluding appendices.

1. **Background and Rationale**

*This section should include a brief background on the data challenge being addressed. It should also include a rationale for the proposed project, including details on the anticipated outcomes of the proposed solution.*

1. **Project Description**

*This section should include a detailed overview of the proposed project, including activities and expected outputs. It should also include information on the geographic regions where the project will take place, if relevant.*

1. **Partners and Stakeholders**

*This section should include a detailed overview on the communities and stakeholders that will be engaged in the project, as well as details of each participating organization and their role/responsibilities within the project. Please also provide a brief overview of each participating organization’s relevant previous experience.*

1. **Project Timeline**

*This section should include a detailed project timeline along with expected key milestones, spanning the 12 months of the project (approximately 1 April 2022 - 31 March 2023). You may also include this as an appendix if preferred.*

1. **Risks and Mitigation**

*This section should include an overview of the possible risks or barriers to success with the project, and any planned mitigation strategies.*

1. **Appendices**

*This section should include the project budget, the Collaborative Application Checklist, and all other requirements documents outlined in the request for proposals. Content included in this section does not count toward the total page limit for the proposal.*