WAGAR PROJECT | Succession Planning Training

Building Collective Power: Collaboration & Impact

Workshop Series | Session Six

Monday, 13th May 2024

Ice Breaker

Flower Petals:

What Made Me Who I Am Today

✤ Let’s wrap up our final session of ‘Flower Petals’.

✤ Before sharing: reflect on the sharing before you by showing appreciation and mentioning what stood out to you.

✤ After sharing: pick a new person to share their flower.

Session Six Objectives

01

Explore the components of fundraising proposals for impact-driven initiatives

02

Explore the opportunities and considerations for impact-driven collaboration

03

Reflect on the learnings and possibilities explored in the last five workshop sessions

Today's Topics

1 Proposal Content

2 Reflections & Discussions

Proposal Content

Proposal Content

Project Summary

- Title
- Period & Duration
- Implementing Organisation(s)
- Focus Area
- Beneficiaries
- Budget

Implementing Organisation

- Founding date
- Focus work areas
- Mission
- Vision
- Objectives
- Achievements

Contact Details

- Point-of-contact (POC) name, role, contact number, email address
- Org address
- Website/social media links

Statement of Need

- gaps in services
- urgency of issue

'Why does this issue need to be addressed?'

Background & Issues

The context of:

- Beneficiaries
- Location
- Challenges
- Policies/laws
- Emerging issues

Targeted Beneficiaries

- Demographic breakdown
- Direct/indirect # of beneficiaries

Project Description

- Who
- What
- Where
- When
- Why
- How

Key Personnel

- Staff involved
- Qualifications
- Relevant Experiences
- Project responsibilities

Monitoring & Evaluation

- Outputs
- Indicators
- Activities
- Implementation period

Financial Budget

- Detailed cost for each expense
- Monthly/yearly breakdown
- Currency rates

PRO WRITING TIP

If you find long-form writing challenging, always start with a skeleton or mind map.

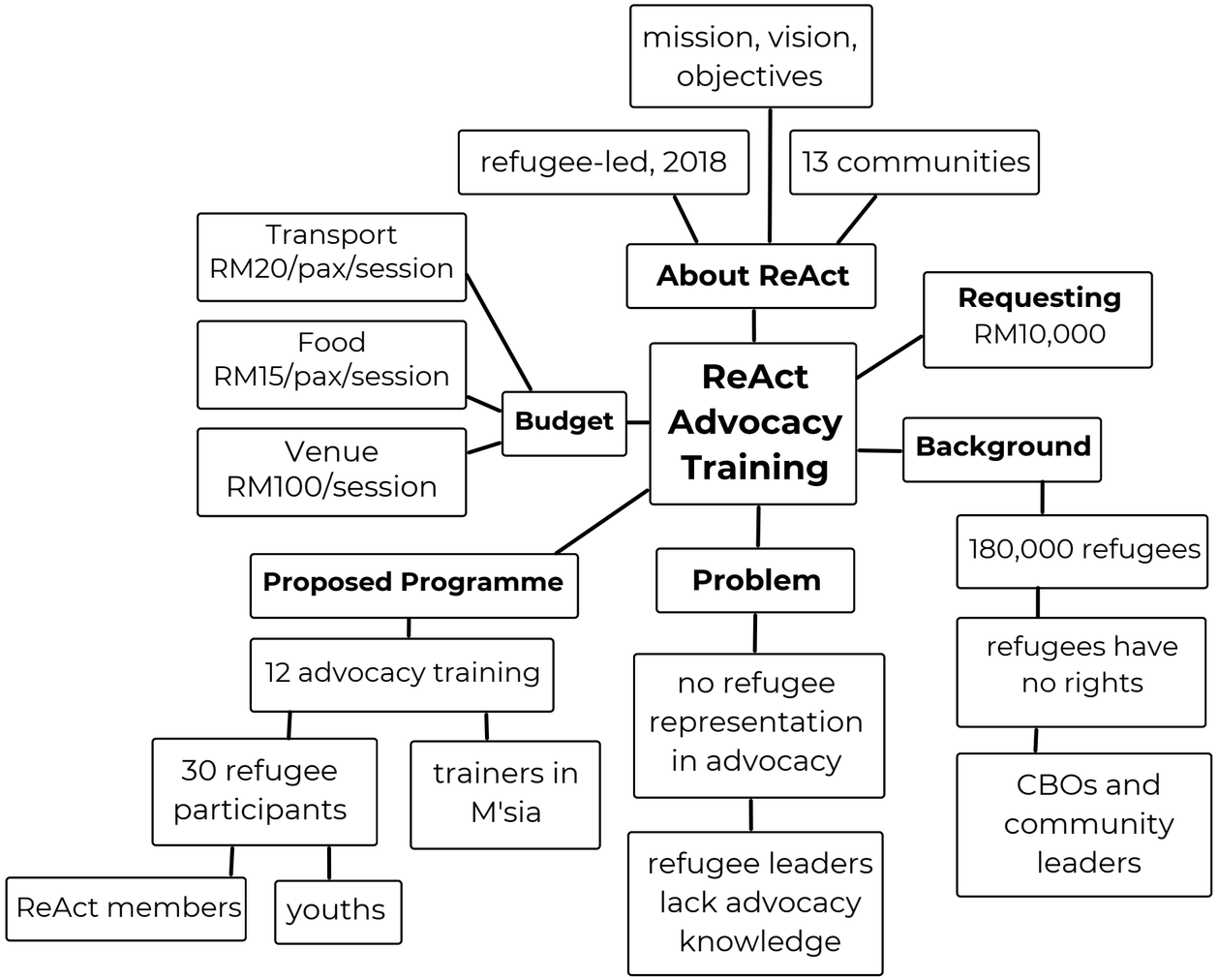
This will greatly help in:

- creating your best proposal by mapping out your entire plan first
- keeping you organised and following the most logical order of information
- having a quick reference as you draft your proposal document

SKELETON EXAMPLE

- **About the Organisation**
  - refugee-led advocacy group, founded 2018
  - mission + vision + objectives
  - 13 communities represented
- **Request for Funding** - RM10,000
- **Background**
  - no. of refugees & asylum seekers in M'sia
  - CBOs and community leaders
  - refugees in limbo, no rights
- **Problem Statement**
  - no refugee representation in advocacy
    - lack of advocacy knowledge
- **Proposed Programme/Solution**
  - Advocacy training series
    - 12 trainings in-person, 1/month
    - trainers from NGOs in M'sia
    - 30 participants
- **Budget**
  - Transport - RM20 x 30 pax x 12 days
  - Food - RM15 x 30 pax x 12 days
  - Venue - RM100 x 12 days

MIND MAP EXAMPLE



Monitoring & Evaluation

M&E (Monitoring and Evaluation) or MEAL (Monitoring, Evaluation, Accountability and Learning) processes increase **accountability** for the:

- resources we use
- responsibility we have
- goals we set

when serving marginalised communities and addressing important causes

Essentially, M&E helps us make sure we are really making an impact!

M&E are most relevant with grant funders and institutions working extensively in the humanitarian space (iNGOs, NGOs and some FBOs)

Strong M&E systems help:

- keep track of our progress
- assess our impact
- readapt efforts to maximise efficiency

Generally, a good M&E system includes:



Project Outputs

Specific goals - overarching outcomes you hope to achieve with your efforts



Performance Indicators

Specific objectives - actions and measurable steps that you need to take to achieve a goal



Activities and Implementation Period

Methods and timeline - subproject activities to measure and its respective timeframes

M&E FRAMEWORK SAMPLE

Results Statement: *Refugee and asylum seeker women above the age of 18 years old from Somalia residing in Kuala Lumpur who are struggling to find income are equipped with a diverse range of entrepreneurship and soft skills and the relevant support networks and services to enable them to run sustainable businesses to cover their daily financial needs.*			
Programme Outputs	**Performance Indications**	**Activities**	**Implementation Period**
Refugee and asylum seeker women develop the skills and knowledge relevant to running sustainable businesses.	No. of successful graduates of the Entrepreneurship and Soft Skills training workshop. Baseline: 30 enrolled trainees Target: 25 graduates Means of verification: • Records of enrolled trainees who have fulfilled the required participation criteria and completed the workshop	1. Implementation of the Entrepreneurship and Soft Skills training workshop 2. Data collection and recording of trainee participation and deliverables	1. Months 4 - 8 2. Month 9
	% of increased skill and knowledge among graduates from the Entrepreneurship and Soft Skills training workshop at the end of the workshop. Baseline: 0% Target: 70% Means of verification: • Comparison of skill and knowledge level measured during pre-programme and post-programme tests	1. Implementation of the Entrepreneurship and Soft Skills training workshop 2. Dissemination of pre-programme and post-programme test	1. Months 4 - 8 2. Months 4 & 8

Homework

Deadline: Sunday, 26th May

In your own refugee-led organisation,

<u>Explore Fundraising Avenues:</u>

- discuss which of the three fundraising avenues (i.e. grants, proposals, crowdfunding) are you most equipped to explore by identifying the resources (i.e. capacity, skill, manpower) your organisation currently has, if applicable
- explore what other resources you are lacking and need to be able to pursue other fundraising avenues

<u>Develop a Proposal Outline</u>

- draft a proposal outline using a skeleton or mind map format
    - you may choose any relevant initiative to propose as an organisation (e.g. project, advocacy, organisational development, operations costs)

Reflections

Past | Workshop

- Reflect on the past five sessions and what you've learnt (10m)
  - What were some key takeaways?
    - Most useful and interesting
    - What made you curious?
    - Any topics you want to know more about?

Feedback Survey

Session Six End