**Proposal Preparation Guide lines**

1. **Back ground**

(Country background on theme)

1. **Problem Statement**

(Challenge faced/give statistics on the grass root needs)

1. **Justification**

(How the project will respond to the challenges)

1. **General Objective**

(Over all objectives)

1. **Specific Objective for this project**

Project 1)

2)

3)

1. **Institutional Support**
   1. contribution proposed by organization to the project
   2. Activities proposed under each specific objective
2. **Implementing Agency**
   1. Governance Structures (mechanisms) and put in place to ensure proper implementation of planned activities
   2. Financial Management (financial mechanism to ensure prudent use of resource from AU)
   3. Monitoring and Evaluation (supervision, monitoring and reporting procedures)
   4. Sustainability Plan (Long term plan to sustain the project beyond AU funding)
3. **Proposed Project Budget**

(i). Equipment

(ii). General Expenses and Training

1. **Total Funds** (funds required by the project)
2. **Total Funds** requested from AU Fund for African Women