

Agents of Change Proposal & Reporting Tips



Proposals:

Proposal Question	Tips for Success
What challenges does the community face that this initiative will solve?	<ul style="list-style-type: none"> • “What needs to change?” • The purpose of this question is to describe the problem the AC initiative is intended to address • Briefly describe the problem in a way that accurately communicates the importance or urgency of the problem to someone who isn’t familiar with the community • The better you explain the problem, the more likely a donor will choose to fund it
Description of the initiative	<ul style="list-style-type: none"> • “What is the group going to do?” • The purpose of this question is to describe the solution the group proposes to solve the problem described in the previous question • Provide as much detail as possible to explain the group’s plan of action
Estimated time needed to complete	<ul style="list-style-type: none"> • Be sure your estimate includes all necessary activities to complete the initiative. For example: <ul style="list-style-type: none"> • Time needed to obtain permits • Time needed to raise additional funds • Other activities necessary to complete the initiative
Funding amount requested (in USD)	<ul style="list-style-type: none"> • Remember to submit this information in US dollars and not in local currency • Please enter the figure with numbers only (no letters or commas)
Funding obtained from other sources (in USD)	<ul style="list-style-type: none"> • Include the amount and describe each of the sources of income (local government, community fundraising, etc) • Remember to submit this information in US dollars and not in local currency • Please enter the figure with numbers only (no letters or commas)

Post-Implementation Reporting:

Report Question	Tips for Success
Briefly describe the needs or challenges that the initiative solved	<ul style="list-style-type: none"> • The information in this response should be consistent with the response to the similar question in the proposal • Please explain any differences between the information in this response and the response to the similar question in the proposal to avoid confusing the donor
How much time did it take to complete the initiative?	<ul style="list-style-type: none"> • Please describe the reasons for any delays that occurred. This will help the donor understand the challenges that the group faced when implementing the initiative.
What challenges did you encounter while working on the initiative?	<ul style="list-style-type: none"> • Please provide as much information as possible. • These two questions are a perfect opportunity to tell the story of the abilities, resiliency, and persistence of the group to overcome challenges to reach their goal.
How did you solve the challenges you encountered?	
How many families did you expect this initiative to benefit in the original proposal?	<ul style="list-style-type: none"> • The number expected to benefit should be similar to the number provided in the initial proposal. Any significant changes should be explained to avoid confusing the donor.
How many families actually benefited when it was implemented?	<ul style="list-style-type: none"> • Please explain any differences between the number of families expected to benefit and actually benefiting. These descriptions help tell the story of the initiative.
What lessons were learned from implementing this initiative?	<ul style="list-style-type: none"> • This question provides an opportunity to tell the story of the group’s culture of learning. <ul style="list-style-type: none"> • What did they learn about the problem they were trying to solve? • What did they learn about working together? • What did they learn about their community? • What did they learn about themselves as individuals?