



Resource Mobilisation Building Partnerships A Practical Guide



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“I do not use the word ‘fundraising’ or the term ‘fundraiser’ to describe what I do I mobilise resources and build partnerships. I either maximise and make better use of our existing resources or look for various ways to secure new and additional resources - this is crucial for RESULTS to create real change in the world. In order to do so successfully, I aim at building and nurturing partnerships with like-minded individuals and organisations, who share our goals and values. In my opinion, this shift in outlook is crucial for sustainable and successful resource mobilisation.”

Marta Rocha,
RESULTS UK
Development Officer

This is a practical, ready-to-use resource mobilisation guide to support you in maximising existing and securing new resources that will allow you to achieve your mission and bring us closer to a world free of Tuberculosis (TB). Successful resource mobilisation requires time, focus, dedication and resilience and should be seen as a key component of your work and a critical piece to end TB.

Where to start?

Before you even switch on your computer, it is essential for you to know what it is you are looking to do – what is the project you are looking to undertake? What are your organisation's strategic priorities and, within that, what is the funding gap? You need to be able to answer these questions and have a very clear idea of what you and your organisation want to do. Many organisations fall into the trap of looking at the funding landscape first, only to find themselves tempted to tweak their missions, strategies, projects and focus to better align themselves with donor priorities later on, in order to increase the probability of receiving financial support. Although all organisations tend to do this to some degree, we advise to proceed with caution. You have to be careful neither to end up as ‘jack of all trades and master of none’ nor to lose sight of what it is you are looking to achieve in the world and your unique capabilities to achieve it.

Therefore, before you start with resource mobilisation, take enough time to develop your organisation's mission, vision and overall strategy – answering the key questions **what is the positive change you want to see in the world** and **how do you do it?** Never underestimate the importance of outlining what your organisation is about and wants to achieve in three to five sentences. Any programme or project (and therefore any fundraising or resource mobilisation activities) you're looking to undertake should be linked and directly contribute to your organisational mission, vision and strategy.

The next step after developing your organisation's mission, vision and strategy, should entail the Development Officer, together with the Management Team, developing a separate standalone strategy on resource mobilisation – aligned with, and complementary to, the organisational strategy.

Resource mobilisation is a shared responsibility across the organisation. A good resource mobilisation strategy must be closely aligned with the organisational strategy and its main aim is to ensure there is a clear and well-coordinated approach to mobilising the necessary resources for the organisation to achieve its defined strategic objectives. It must also clearly identify how – by which means – the organisation is to obtain the resources needed to realise its mandate. The resource mobilisation strategy must be developed in close consultation with all relevant stakeholders to ensure the strategy is manageable and realistic.

What do you want?

When you have a good understanding of your organisation's mission, vision and strategy, as well as guidance from your resource mobilisation strategy, you can start developing a specific and detailed ask.

Having a clear and defined idea of your “ask”, means being able to answer the NINE following questions:

1. **What is the issue you are looking to address?**
2. **Why now?**
3. **Why you?**
4. **How is this project bringing you closer to achieving your mission and vision?**
5. **What is the timeframe?**
6. **What are the specific activities and the outputs/ deliverables?**
7. **Who is going to deliver the project?**
8. **Do you have the human resources needed?**
9. **How much would this cost?**

What are the next steps?

Once you are able to answer these questions, you're at the stage at which you can start looking for potential partners (donors), who could be a good fit to support you in delivering this project. This can be quite daunting and at first you might think there is very little chance of finding someone that would potentially be interested or able to support your organisation. Finding like-minded grant giving organisations is definitely challenging and requires an in-depth understanding of the available funding landscape. It is time-consuming and demands resilience and perseverance, but it can also be incredibly rewarding and, at times, positively surprising.

Ultimately, it will be your perseverance and hard work that will allow your organisation to implement a new project and create a visible change. In order to make it a little bit easier, you can find below an eight-step guide on resource mobilisation and partnership building with grant making bodies.

How to build partnerships and mobilise resources in 8 easy-to-follow steps

- Step 1:** Check your donors/partners database;
- Step 2:** Reach out to potential donors/partners;
- Step 3:** Prep for a meeting;
- Step 4:** Meeting with a potential donor/ partner;
- Step 5:** Meeting debrief;
- Step 6:** Start thinking about your grant proposal;
- Step 7:** Writing your grant proposal;
- Step 8:** Submitting your grant proposal;

When you know the project you are looking to undertake, it is time to start researching potential grant making bodies that could be suitable for your project. The first step is to identify the foundations, trusts and organisations that operate in your geographical area and/or support work in your issue area. Don't be afraid to cast your net outside your city, county or even country. Often international organisations and networks provide support for local engagement; at times regional or local larger NGO's sub-grant to smaller local NGOs. Also, often you can use their contacts to develop partnerships with similar organisations in other countries, which would allow you to apply for multi-partner grants.

You should already have a database for potential donors and partners in place. If not, this is the time to start creating one. Your database will serve as an invaluable resource in looking for support for your projects. It will also act as a memory bank for your organisation for years to come. The donor/partner database will store key information on the existing grant making bodies and will help you keep track on the history of your engagement with them. Most importantly, do not create a static Excel sheet that you check infrequently, aim for it to be a “live” document, easily accessible and useable by anyone in your organisation. Share it on your organisation’s cloud or Google drive.

It is entirely your choice, however once a week if not more often is a good way to keep the document “live”.

Again, it depends on the donor, however once every six-month is a good frequency to revisit potential donors/ partners you feel could be suitable. Keep an eye on their website regularly, sign up to their newsletters, and always log these 'interactions' on your database. If a donor is a really good fit for your organisations, but is currently not accepting applications, set up calendar reminders from time to time, so you don't forget to check their website on a regular basis.

The majority of grant making bodies have detailed information on their website

One of the challenges organisations often face is how to find these grant making bodies initially. There are various and different resources at your disposal depending on your country, region and needs. For example, in the UK, RESULTS UK uses the Directory for Social Change funding website, BOND Funding Opportunities, Funding Central to research funding opportunities open to UK-based organisations and Welcome Europe Euro Funding Online to look for relevant calls for proposals at the EU level. While not all countries have these types of databases, many of them do, and you should be able to find them via a thorough Internet search.

Larger, more established Non-Governmental Organisations also sub-grant to smaller, grassroots and community based organisations, therefore it is always good to keep an eye on them. Don't be afraid to expand your inquiries to private companies, government departments, embassies and universities. Often, if they are not able to support you financially, they might be able to support you 'in kind': provide you with a meeting space for an event or second hand equipment for your office, for example, a bank can donate their old computers to a charity, who can later use it to start IT classes in patient support groups, etc. Don't be afraid to reach out to the representations of international organisations and embassies - often, they either have a small budget to spend or access and information to internal funding opportunities that may be linked to your issue area.

You can see below an example of RESULTS UK donor database template (fig 1). We use it to store all the information we deem important and corresponding to our organisational and resource mobilisation needs. You should adapt it to reflect the needs and wants of your organisation

By now, you should have a clear idea of the project you need funding for and a handful of potential donors/ partners identified. Reach out to those donors you have found to be a **VERY GOOD MATCH** to your project with regard to geographical area, issue area, type of activities, funding envelope. Only approach donors/partners,

whose priorities are closely aligned with your project. The majority of grant making bodies receive thousands of applications for funding and therefore only consider those that closely match their priorities. Just like you, they are looking for like-minded partners that can support them in achieving their own goals. Thus, it is essential for you to be able to make a strong evidence-based case that you're the right partner for them.

There are two main possible scenarios when you reach out to donor organisations: either, via contacting you, your organisation or someone else you and your organisation know may have or via so the called “cold call”, introducing yourself and your organisation directly, without prior introduction.

It is worth highlighting that probabilities of success are much higher if you have a contact in the grant making organisation who can introduce you to the appropriate person - either someone from management team or Board or a person dealing directly with the grant request, though anyone at the organisation is better than no one. The so-called “cold calls” (approaching an organisation and soliciting support without having prior engagement/contact with the organisation) have very small success rates, therefore, you should channel most of your effort into finding a contact at the organisation.

While having an introduction is preferable, if you believe your organisation and project is a very good fit for the grant making organisation, you should definitely send them an email introducing yourself (fig 2, overleaf), your organisation and providing a top-level outline of the project you are looking to undertake. Keep this introductory email short and straight to the point, no more than three or four short paragraphs. Additional information can be provided via links or annexes, although you might want to refrain from using annexes in the first email. If after three weeks you haven't received a reply, we suggest you send a follow-up email or call to ensure it was received and nudge the conversation forward if so.

Relationships play an important role in grant giving and partnership building. Therefore, having an ally in the grant giving body could tip the balance in your favour. It is important to understand that the grant making body is looking for a reliable and trustworthy partner organisation that can

[illegible]

fig 2

COLD CALL LETTER SAMPLE*

Dear Sir/ Madam,

INTRODUCE YOURSELF

I hope this email finds you well. My name is Marta and I lead on programme development at RESULTS UK.

BRIEFLY EXPLAIN WHY YOU ARE CONTACTING THEM

I am contacting you in regards to the small grants funding scheme of the Foundation "Health Ready".

PROVIDE A BRIEF HISTORY OF YOUR ENGAGEMENT ON THE ISSUE

Since 2016 RESULTS UK (ADD HYPERLINKS TO YOUR ORGANISATION OR PREVIOUS PROJECTS) has been actively engaged in global TB advocacy, working closely with various civil society organisations and networks to strengthen the global civil society response to the TB epidemic. Following the UN high level meeting on TB in September 2018, RESULTS UK aims to step up its advocacy engagement with key networks to create a global accountability mechanism, designed to ensure that the governments will implement the commitments made at the UN HLM on TB. (DO NOT JUST WRITE TITLE, OUTLINE THE GOAL OF YOUR PROJECT).

We're currently seeking **potential funding partners for the project (BOLD THE KEY INFORMATION IN EMAIL)**, specifically for the implementation of in-country TB advocacy strategies in 2019.

TELL MORE ABOUT THE PROJECT

In a nutshell, the project aims to create a global accountability mechanism designed to ensure commitments related to the fight against TB are upheld, leading to a **multi-country advocacy campaign that will drive accountability and progress towards realising the commitments of the UN HLM on TB (SUMMARISE IN 1-2 SENTENCES)**. The project facilitates on-going research, analysis, and advocacy in partnership with civil society and unites TB advocacy campaigns. It operates on a recurring two-year project cycle, with one year for data collection and publishing, and the second year initiating deeper in-country advocacy based on the findings (OFFER TIMELINE AND ACTIVITY PLAN).

OFFER COUPLE OPTIONS FOR FINANCIAL SUPPORT

Partner strategies may include: (a) advocacy, media, and government engagement strategies; (b) engagement local civil society organisations and communities working on TB; (c) application/use of project's monitoring guide; and/or, (d) engagement with WHO Europe, the Global Fund and the EU (DO OFFER SUGGESTIONS FOR FUNDING AMOUNT, BUT RATHER FOCUS ON OUTCOMES IN EACH OPTION).

ASK FOR A MEETING

I'd like to schedule a **meeting (Ideally FACE-TO-FACE, SKYPE CALL if remote)** with you to discuss potential collaboration.

THANK THEM

Thank you for your consideration and I look forward to hearing from your office. For your reference, you can find our Annual Report [here](#) with more information about RESULTS UK (ADD LINK TO MORE INFO ON THE ORGANISATION – USUALLY ANNUAL REPORT).

*Comments in red are part of the guide and NOT of the letter itself

Note that all grant-making organisations have some kind of conflict of interest policies to ensure they are not overly influenced by personal connections: if your contact says they are unable to help you because of this, be gracious and understanding. Their 'soft' support will likely still be very helpful, so it's important to maintain a positive relationship.

A large amount of grant making organisations have website in-built online systems for submission of proposals. If the donor/partner you're approaching has one, you should use it, whilst sending an email to the appropriate person responsible for reviewing funding applications at the same time. It's good practice to do this personal follow-up.

As previously mentioned, grant making organisations receive a large amount of funding applications and only go out to fund very few: those that are a very good match to their priorities and that they see will bring them closer to fulfil their own mission and vision. We suggest you build a Donor Factsheet for all potential donors/partners you think are a very good fit for your project or organisation overall work. The Fact Sheet contains all relevant and detailed information about the organisation and tracks, in detail, all engagement (fig 3).

Even if your project is a very close match to the organisation's strategic priorities, there is no guarantee you'll be granted funding and there is also no guarantee you'll even receive a reply. In case you don't hear back from the organisation, send a chaser email roughly four weeks after your initial contact. You can set up a calendar reminder, so you don't forget to follow-up. If the grant making organisation decides not to support your project, do not discard them entirely - keep an eye on their website and activities on a regular basis.

Step 3 - Prep for a meeting

You have secured a meeting at the grant-making organisation to discuss the project you are hoping to undertake with their support. No funding is guaranteed at this stage; however, you can tell there is an interest in your organisation and in your project. Use this meeting as an opportunity to showcase what are you looking to do, how your project will contribute to achieve your organisation's strategy and how it is aligned with the grant making organisation's goals.

However, this meeting is not just your presentation, followed by questions and answers. It is almost more important to use it to ask questions and learn more about the grant making body: its strategic priorities, grant management requirements, monitoring, evaluation, learning and accountability requirements, as well as overall organisational culture. Showing donors you are listening to

deliver real impact. The available funding is often stretched thin and an additional layer of trust from existing connections can reassure the grant making body it is justified in placing its limited funds with you.

Therefore, one of the key steps to undertake is to carry out a detailed exercise of network mapping. At first, you might think neither yourself nor anyone at your organisation has any contacts at the grant-making organisation. In most cases, it is simply not true. You can find here few suggestions to support you identifying contacts that could potentially make an introduction for you at the grant-making organisation.

Firstly, look at various Internet networking platforms, from LinkedIn (if your organisation does not have a profile, spend a couple hours creating a good one) to Facebook (or whichever social media

platform is most used in your country) or Twitter. Again, if your organisation does not have a profile on these online networks, take some time to create a strong online presence and ensure your communications team is not simply regularly updating the key information but also engaging with the platform and its members. LinkedIn is the most useful professional social media platform as it shows you who is working for the organisation and - more importantly - the degrees of separation between you and them. Keep in mind that you should look not only at your own professional and personal networks, but also at the networks of your network. Simply put - who are friends of your friends, ex-colleagues of your colleagues? You might be pleasantly surprised. You might know someone that could introduce you to a second person that has a contact at the grant-making organisation. And voilà, there is your introduction!

fig 3

TITLE OF THE ORGANISATION
BACKGROUND OF THE ORGANISATION <ul style="list-style-type: none"> • When Established; • Where Located; • How Much Financial Support Have They Provided So Far;
TRUSTEES <ul style="list-style-type: none"> • Name/Surname; • Key Info On Employment/Education (See Linkedin Profile);
STAFF (KEY MANAGEMENT) <ul style="list-style-type: none"> • Name/Surname; • Key Info On Employment/Education (See Linkedin Profile);
OVERVIEW OF GRANT MAKING PROCESS <ul style="list-style-type: none"> • Open To All Or Invitation Only? • Cold Calls Accepted Or Not; • What Types Of Grants Available – Project Only And/Or General Costs Included; • Min And Max Amount Of Funding On Offer • One Or Multi Year Grants; • Open To Co-Funding Or Not; • What Reporting Is Required
FUNDING FOCUS <ul style="list-style-type: none"> • Thematic Issues; • Priority Geographical Areas; • Common Characteristics Across Current Funding, For Example, References To Building Partnerships Or Implementing Un Sustainable Development Goals Etc.; • Any Notes From Previous Calls (What Has Been Said Before);
GIVING/FUNDING HISTORY <ul style="list-style-type: none"> • Per Year, To Whom, How Much And On What;

- Be prepared to answer various questions - why you? why now? why us? - outline your answers in advance and practice responding with a co-worker;
- Present two to three levels of required financial support, and what you hope to do in each segment (a high one, a medium one, and a low one - ballpark figures are enough);
- Don't forget to take notes - ideally, bring a notepad as a laptop can get in the way of the human interaction and connection you want.

Step 5 - Meeting debrief

After the meeting has taken place, it is crucial to set up an internal meeting with your management and/or colleagues for a detailed debrief. This debrief should include an overview of the meeting, a discussion on the next steps, allocation of responsibilities to team members and provisional timeline to guide the work ahead. Step 5 is often overlooked when in fact it is really important. It is crucial that all parties involved in your project are aware of funding discussions. You will avoid a lot of misunderstandings, worry and missed opportunities by having a good debrief.

If the outcome of the meeting was negative and the grant-making organisation has decided not to support your project, you should still debrief your colleagues with the same level of detail as in case of success. Use this debrief to define if and when you will be revisiting the grant making organisation and agree on the lead team member, who will be responsible for checking in (this includes monitoring their website for strategy refresh, changes in employees, call for proposals, etc.).

fig 4

RESULTS UK and foundation "Health Ready" in-person meeting agenda
Date: People:
Agenda <ul style="list-style-type: none"> • Introductions • Updates on & overview of foundation "Health Ready" strategy • Tuberculosis strategy and advocacy • Key populations outreach • Overview of RESULTS UK partnership and advocacy model • Opportunities for establishing cooperation • Questions/next steps

them allows you to better articulate your proposal using their language.

Ask who is going to attend the meeting and ensure that you have appropriate level of seniority attending from your organisation. If they have two representatives, you should have two representatives from your organisation, matching the number of staff members attending the meeting; if they have four, try having four also. If they are bringing in issue specific staff, you should aim to do the same or at least have your representatives fully briefed on the issues beforehand. It is crucial to develop and share a meeting agenda prior to the meeting, so both parties are aware of the discussions that will be taking place and are able to prepare in advance. The meeting agenda should outline: a) people attending the meeting; b) objectives of the meeting; c) discussion topics. (fig 4).

Step 4 - Meeting with a potential donor

You are about to have a face-to-face meeting with a potential donor/ partner.

You can find below some suggestions of how to make the best of this meeting.

- Follow the meeting agenda;
- Have one or two hard copies of your Annual Report (bear in mind that some donors/partners are reluctant to accept paper copies due to environmental concerns - make sure to check this ahead of the meeting) and give them away at the end of your meeting;
- Have one or two hard copies of your project outline - same considerations as above;
- Remember that you are also there to assess if the grant making organisation is a good fit for your work - this is a two-sided conversation - so ask questions, let them talk about themselves;
- Prepare two to three minutes presentation/speech about your organisation and how the project fits in within your organisational strategy - use key words from the strategy, mission and vision of your donor organisation if you can (practice with a co-worker prior to the meeting to make it sound effortless);

Step 6 - Start thinking about your grant proposal

This step is intrinsically connected to the previous two steps. If the outcome of the meeting was positive and you were invited to submit a funding proposal, it is time for you to set up a series of meetings with all stakeholders involved in the project, internal and external to your organisation. Use these meetings to discuss the first steps in developing the proposal. In order to create a quality proposal, you have to make sure that all stakeholders are involved in the development and design of the proposal and are fully aware of their responsibilities and the timeline of actions.

One of the best ways to do so is to develop a comprehensive Gantt chart (fig 5, overleaf). The Gantt chart is an especially useful tool as it helps you plan and schedule the different stages of proposal development by assessing how long each stage will take, setting deadlines for kick-start and completion of tasks, identify the resources needed, including leads, and schedule the order of the

fig 5

TBEC project development plan at RESULTS UK							
Activity	Lead	1 st week July 18	2 nd week July 18	3 rd week July 18	4 th week July 18	1 st week August 18	2 nd week August 18
Project A							
Create a Google doc, outlining the key points - budget, timeline, focus	Anete						
Draft the first outline of project activities in Google Doc and send it to the Board for comments	Anete/Marta						
Coordinate with RESULTS UK management team	Anete/Marta						
Comment on proposed activities	TBEC Board						
Research the costs for different activities	Anete/Marta						
Compile all the comments and make appropriate amendments to activities	Marta						
Write the narrative text for the proposal in Google Doc	Anete/Marta						
Reach out to individuals to discuss key points	Anete/Marta						
Make an outline of the budget	Marta						
Create a second draft, combining the narrative and updated activities and send to the Board for comments	Anete/Marta						
Check the budget with finance team	Anete/Marta/ Finance team						
Make any adjustments to the narrative and budget	Anete/Marta						
Proofread the proposal, prepare any supporting documents, format the proposal etc.	Anete/Marta/Neil						
Management team/Board to read and sign of the proposal	TBEC Board/RUK management team						

tasks. You can create the Gantt chart as a shared Google Sheet to make sure that all the participants can keep track of the progress and timeline. This document is not supposed to be a burden, but a helpful tool to support your work. Use it when you can and do not be afraid to adapt it to reflect your project's needs.

One of the most important things to keep in mind while developing a concept of funding proposal is collaboration and communication. Different members of the team can bring different and complementary skills to the proposal process, and it is critical to fight the urge to do it alone. While coordination of various people may turn out to be challenging and time-consuming, it will surely benefit a funding proposal and relieve some of the pressure on your shoulders. A joint funding proposal, that combines input from all parties with complementing skills and knowledge from in depth issue understanding to financial advice, will strengthen the final product and increase the probability of your project receiving the funds..

Step 7 - Writing your Grant Proposal

By now you should have all the information you need to write the narrative proposal and build the budget. Below you can find some key recommendations and templates you might find helpful in your work. Bear in mind different grant making organisations have different templates and you should always use their template.

Narrative Proposal

Throughout the process of writing the proposal, you will probably reach out to key stakeholders or your colleagues on numerous occasions. It is impossible to anticipate some of the questions, so warn your colleagues that you will "bother"

them from time to time, requesting information or their support sorting out problems that may arise.

You might want to develop your narrative proposal using Google Docs and grant 'edit' access to the designated writers - not all people involved in the grant, but only the ones assigned with the actual 'writing' of the proposal. The designated writers are often a mix of staff members, but it should never be just one person. Once the proposal is completed and has been reviewed by the 'writing staff' twice, it is crucial to have a colleague who does not know the subject matter proofread the final document before senior management approves it. You will therefore make sure that the proposal is clear and intelligible for everyone. If at all possible, always have a proofreader that is a native speaker of the language the proposal is written in. In addition, the proof-reader should be a colleague not directly involved in thinking, designing and writing the proposal, because a 'fresh pair of eyes' is crucial to having a meaningful, critical and attentive-to-detail proofread. Make sure they make time of at least two hours for the task.

Financial Proposal

Developing the financial proposal - the budget - can happen simultaneously with the writing of the narrative proposal. However, you might want to outline the key activities first as the activities should inform the budget to ensure alignment between the two. Ideally, the budget would be developed with the support of a finance team that knows the ins and outs of the financial management and accountability of your organisation and in your country - for example, do you need to add expense line for an audit at the end of the year?

Here are few useful tips for writing the proposal and developing the budget (fig 6, overleaf):

- It is very important there is a very close alignment between the narrative proposal - more specifically the activities - and the budget;
- The budget should always reflect the activities and not vice versa;
- Keep sentences short and specific. Avoid repeating words and/or phrases, especially jargon - there are only so many times you can use words like "integration", "synergy" and "interaction", if at all;
- Keep objectives SMART:
 - Specific: well defined objectives, clear to anyone that knows the basics of the project outlined in a clear statement of exactly what is the result expected
 - Measurable: should be measurable and a measure should be provided to monitor progress towards completion;
 - Agreed-upon/Achievable: should be attainable with the defined/allocated resources and within the agreed time frame and should be agreed between all projects members so that there is commitment towards achieving them
 - Reasonable/Realistic: focus on outcomes rather than on the means to achieve the objectives. While these should be challenging, they should always be realistic;
 - Time-bound: there should be a deadline or a timeline by which the objective should have been accomplished.

Step 8: Submitting your Grant Proposal;

You have written your narrative proposal. You have built your supporting budget. The proofreader has reviewed the document, and your management team has approved the proposal. It is now time to submit it! As mentioned previously, various donors have their own website in-built proposal submission and if this is the case you should definitely submit your proposal through it.

If this is a warm approach, you are probably communicating with your contact at the grant-making organisation and you should definitely inform them you have submitted a proposal. Many grant making organisations work with their prospective grantees to tailor the proposal to ensure it is aligned with the organisation priorities and, if this is the case, the person will be aware a proposal has been submitted.

If you are submitting a 'cold' proposal using their in-built website proposal submission system, we advise you to send an email informing the organisation a proposal has been submitted. This email, that should be very brief, should also include key information about your proposal: proposal name, issue area, main contact and top line objectives.

If you would like to join TB Europe Coalition or have any questions, please send us an email at coordinator@tbcoalition.eu

RESULTS

Project title (one sentence)

- Best put on a paper with your organisation's logo and key information;

Grant Request (amount and currency)

Project Timeline (when to start/when to end)

Project Rationale (overview of the problem, 2 pages) includes:

- Problem analysis and evidence base (available data) - provide overview of the issue at country/municipal level and do not be afraid to use data references, for example, numbers of TB patients, annual/municipal budget spent on TB outreach, adopted government policy documents/laws, key future developments – a specific law to be adopted, or withdrawal of international donor etc.
- Outline of key ways to address the issue (provide explanation why they would work and link them to the more detailed activities you want to implement within the project);

Project Description (2-3 pages) includes:

- List of your objectives, for example, objective 1 - build awareness of the national TB situation and the relevance of progress in TB (diagnostics) R&D amongst UK parliamentarians;
- A short overview of different set of activities/work strands if needed – governance, communication, service delivery, capacity building etc.
- A detailed work plan – each objective has a corresponding set of activities and timeline as below:

Objective 1: Build awareness of the national TB situation and the relevance of progress in TB (diagnostics) R&D amongst UK parliamentarians.

Activities	Timeline
Hold a parliamentary inquiry into the national TB Strategy, and its launch through a parliamentary round table of experts and MPs. Event to include presentation on challenges of TB diagnosis and the UK's experience with Whole Genome Sequencing, to build awareness of national and global needs.	April / May 2018

- Overview of beneficiaries and target groups – who are they, why them etc.

Monitoring, Evaluation and Learning

- Brief overview of activities – quarterly updates, annual or end of project report;

Grant Management

- Overview of internal structure (decision-making, responsibility, communication channels) and reference to who will manage the grant;
- Outline of financial management;

Budget

- Overview of the budget (do you research and do not forget indirect costs):

Item	Item	Item
Parliamentary Officer	£xxx	Half day per week for a year.
Parliamentary Events	£xxx	Contribution to event hire, catering, and associated direct costs.
Indirect Costs @15%	£xxx	Utilities/Rent/Office materials
TOTAL GBP	GBP XXX	

RESULTS

RESULTS UK believes that the world has the resources and know-how to bring an end to extreme poverty; what is lacking is political will.

We are a UK-based non-profit advocacy organisation that aims to generate the public and political will to achieve changes in policy and practice to end extreme poverty and build democratic and fair societies for all. We promote civic participation by educating and empowering citizens in the UK, providing them with the knowledge, skills and tools to exercise their personal and political power to achieve change in our society. We work through policy, parliamentary and grassroots advocacy, focusing on health, education, economic opportunities and citizen voice - the building blocks of sustainable human development and sustainable, fair and equitable democratic societies.



TBEC is an informal advocacy network of civil society organisations and individuals that share a commitment to raising awareness of TB and to increasing the political will to control the disease throughout the WHO Europe Region and worldwide.

If you want to learn more about TBEC, please visit TBEC website tbcoalition.eu or send an email to coordinator@tbcoalition.eu



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