

PROJECT PROPOSAL

(Title of the Proposal for the Solicitation Activity)

- I. **Background and Justification**
- II. **Objectives**
- III. **Project Description**

A. Title of the Activity	B. Purposes	C. Methodology/ies or Activity/ies to be conducted and Description	D. Target Date/ Duration	E. Area Coverage of Solicitation Activities	F. Projected Amount to be Raised	G. Proposed Project and Beneficiaries of the Solicited Funds	
						Type and Number of Beneficiaries	Target Areas

Note: Items C, D, E and F need to be expounded depending on the proposed methodology as stated below or shall have the required attachments:

1. Tickets, Ballots, Cards and Similar Forms

- 1.1. Sample tickets, ballots or cards bearing the series numbers, price/amount to be given by the donor shall be an attachment to the project proposal. It shall clearly indicate the cause to be supported by the donation, beneficiary/ies of the proceeds, serial number of the permit issued by the DSWD, the duration of and area covered by the fundraising activity.
- 1.2. A list of the total number of tickets, ballots, cards or similar forms to be used with the corresponding series numbers as well as the expected value of all tickets, ballots, cards and similar forms to be sold shall be an attachment to the project proposal
- 1.3. List of authorized agents/units/partner agencies who will be directly involved in the distribution and collection of tickets, ballots, cards and similar forms certified by the Chairman/President of the Board which shall be an attachment to the proposal.

2. Donation boxes, coin banks and other similar forms shall require the following attachments:

- 2.1. List of establishments/areas/places, contact persons and addresses where the donation boxes/coin banks shall be placed.
- 2.2. List of authorized agents/units/partner agencies who will be directly involved in the distribution/placement and collections of the donation boxes/coin banks.
- 2.3. Sample printed materials/labels to be pasted on the donation boxes/coin banks indicating the cause; beneficiary of the proceeds; the corresponding permit number, the area coverage of solicitation, and the period covered by the permit.

3. Benefit Shows such as Art Shows, Fashion Shows, Concerts and Similar Activities shall require the following attachments:

- 3.1. List of locations/places where the benefit shows shall be conducted.
- 3.2. List of the exhibitors and title of exhibits, fashion shows and brands to be shown or exhibited.
- 3.3. List of the total number of tickets to be used and corresponding series numbers to be issued as well as expected value of all the tickets.
- 3.4. Written agreement or endorsement from the concerned agencies/establishments authorizing the applicants to use their facilities.

4. Photo or Painting Exhibits and Similar Activities shall require the following attachments:

- 4.1. List of locations/places where the exhibits shall be held.
- 4.2. List of exhibitors and title of the exhibits to be conducted.
- 4.3. Written agreement or endorsement from the concerned agencies/establishments authorizing the applicants to use their facilities.

5. Written Requests such as Letters of Appeal, Envelops, Greeting Cards and Similar Forms

- 5.1. Total number of letters of appeal, greeting cards or envelopes to be distributed and expected amount to be collected shall be indicated in the project proposal

- 5.2. List of official signatories with corresponding signature specimen shall be an attachment to the proposal.
- 6. Mass Media Campaign through Radio, Television, Cinema, Magazines, Newspapers, Billboards or other Similar Forms shall require the following attachments:**
 - 6.1. List of radio stations, television channels, cinemas, magazines, newspapers, billboards to be used for the conduct of solicitation activities shall be an attachment to the project proposal
 - 6.2. List of banks, address and account numbers where the funds are to be deposited by the public.
- 7. Sports Activities such as Fun Run, Marathon, Cycling and other Similar Activities shall be an attachment of the proposal:**
 - 7.1. List of locations/places where the sports activities will be conducted.
 - 7.2. Total number of registration forms to be used and corresponding series numbers to be issued as well as the expected amount to be collected shall be indicated in the proposal.
- 8. Sale of Goods (not from foreign donations) such as Rummage Sale, Garage Sale and Other Similar Forms shall require the following attachments:**
 - 8.1. List of locations/places where the rummage sales, garage sales or sales of goods shall be conducted.
 - 8.2. List of authorized agents/partner agencies who will be directly involved in the rummage/garage sale.
 - 8.3. Inventory of items/goods to be sold with corresponding amounts.
- 9. Text Messages and other types of Solicitation using Electronics Devices**
 - 9.1. List of telecommunication companies/corporations which facilities/services shall be used for solicitation
 - 9.2. Written agreement or endorsement from the telecommunication company/corporation authorizing the applicant to use their facilities/services
 - 9.3. Sample text or e-mail message/s to be passed to telecommunication service provider indicating 1. Fact that the solicitation of funds is being made for a cause; 2. Beneficiaries of the proceeds; 3. Corresponding permit number; 4. The area coverage of solicitation; 5. Period coverage if solicitation
 - 9.4. Cost per text/e-mail message to be solicited from the public
 - 9.5. Expected amount to be solicited
 - 9.6. In case of social media:
 - 9.6.1. List of social media platform to be used
 - 9.6.2. Sample message or poster to be posted/uploaded indicating that 1. The solicitation of funds is being made for a cause; 2. Beneficiaries of the proceeds; 3. Corresponding permit number; 4. Validity period of solicitation permit; 5. expected amount to be solicited; 6. List of banks, address and accounts numbers where the funds are to be solicited by the public