

100 Projects for Peace Proposal Guidelines and Resources 2017-2018 Competition

Proposal Guidelines 2018

Proposals for 100 Projects for Peace must be short: **no more than two pages of narrative plus a one-page budget**. They are **due on January 20th, 2018 at noon** and should be submitted electronically to pjs@tufts.edu. Either an individual or a group may submit a project proposal. Projects may be conducted with or without a community partner, and they may be carried out in the United States or abroad. The project is to be carried out during the summer of 2018 with a **final report due on September 11th, 2017**.

The **selection criteria** are as follows:

- a clear description (who, what, where, how) of the project;
- an explanation of how the project contributes to peace;
- an explanation and evidence of how the project meets a clearly specified need;
- the qualifications and resources of the individual/group submitting the project;
- a clear description of expected outcomes and means of self-assessment as the project proceeds.
- Any project involving an outside party or organization(s) **MUST** attach a letter of commitment from that organization.
- A justification for expenses. Please note that while Davis limits their funding to \$10,000, projects with larger budgets are welcome, as is co-funding from other sources (other philanthropists, a college or university, foundations, NGOs, or students' own fundraising).

Format:

- **Use Times New Roman, 12pt font, with 1" margins, single-spaced.**
- Documents should be submitted in **Microsoft Word** only. Do not send PDFs.
- Do NOT reveal the names of individual or team members in your proposal. Instead, include a separate cover sheet with the names of all team members, the email and cell phone for the team leader who will be the liaison with the PJS office, dates of the projects, and the country where the project will be performed.

Other tips:

- Be clear, precise, and avoid jargon (have a neutral third party read your proposal).
- The logic of your project design should be clear.
- Your budget (one page) should clearly link to your project narrative and the inputs the project requires. This can be in Excel. **Do not include names** on your budget.
- Partners should have a voice in the design and proposal (if they don't write it with you, they should at least be invited to comment).

It can be challenging to do in two pages (in addition to a one page budget). To help with this, students may take advantage of the **Proposal Development Committee**, comprised of Runeko Lovell, program assistant for the Peace and Justice Studies Program, and Anne Moore, Program

Specialist in Scholar Development. Students with queries may direct them to either Runeko or Anne, as *communication between students writing proposals and the Davis UWC Scholars office is prohibited.*

Tufts Timeline

1. Info Session: **Thursday, December 7th 2017, 12:00-1:00 PM, 730A Dowling Hall**
2. Deadline for Letter of Intent Submission: **Thursday, January 11th, 2018**
 - Send electronically to pjs@tufts.edu
 - Letters of commitment from any project partner(s) **must** accompany the letter. (These can be emailed to pjs@tufts.edu or faxed to +1 617-627-3899)
3. **Deadline for Proposal Submission: Monday, January 20th, 2017 (noon)**
 - Send electronically to pjs@tufts.edu
4. **Project Implementation: Summer 2018**
5. **Final Report: September 11th, 2018**

Proposal Writing Resources

- **University of Wisconsin Grant Proposal Virtual Library:** <http://researchguides.library.wisc.edu/content.php?pid=16143&sid=108666>
- **WPI Projects Program:** <http://www.wpi.edu/academics/gradstudies/writing-tips.html>
- **Tips on Writing a Fulbright Proposal:** <http://us.fulbrightonline.org/applicants/applicationtips/academic>

Project Design Resources

- **UNESCO: Culture of Peace:** <http://en.unesco.org/cultureofpeace/>
- **Peace and Collaborative Development Network:** <http://www.internationalpeaceandconflict.org/>
- **Peace Corps' Booklet #2: How to Design or Revise a Project** http://files.peacecorps.gov/multimedia/pdf/library/T0114_ptbooklet2.pdf (lengthy, but valuable)
- **Search for Common Ground—Research:** <https://www.sfcg.org/our-resources/http://dmeforpeace.org/sites/default/files/theories%20of%20change%20part%201%20Final%20%2830MAR13%29.pdf>
- **Career Center:** <http://careers.tufts.edu/students>
- **Tisch College of Citizenship and Public Service Civic Engagement Fund Projects:** <http://activecitizen.tufts.edu/tischfund/>

Process Steps:

1. **What is the problem? (Or the strengths to build on?)** What are the root causes? How do you know (who says so, what are the data)? Beware the *hammer in search of a nail* and *chasing the money* syndromes.
2. **What can be done?** What is practical? What is being done? Is anyone doing something with whom you can partner? What are the models?

3. **Start with the change you want to see in the world...and work backwards: the logical framework approach.** What impact do you want? What achievements will effect that change? What sub-steps? What activities? What inputs (resources, people, time, etc.) are needed to carry out the steps? How will you measure success?

Keep in Mind:

Principles: Participation, Sustainability, Do No Harm

The Project Cycle: Assessment, Project Design, Implementation, Evaluation, Reassessment

LogFrame Essentials:

Goal	Objectives	Activities, Products, Services	Inputs Required	Results
The change you want to achieve.	Intermediate changes (that are measurable) that get you to the goal.	What you are implementing that produces outputs that help you meet objectives.	People, materials, money, time, etc.	Indicators of change.

Project Design Approaches: (from http://files.peacecorps.gov/multimedia/pdf/library/T0114_ptbooklet2.pdf)

