**Project Proposal**

1. Title
2. Applicant
3. Duration
4. Goal
5. Purpose
6. Specific Objectives
7. Expected Outputs
8. Location : Country/City/Area/Address & Picture

 ▶ At least 2~3 location should be proposed for site inspection

 ▶ Location Details including Surrounding Environment, Land Size and Building Size should be submitted

1. Brief Introduction of Country, City and Area
2. Brief Information of Sanitation Condition in Project Area
3. Brief Introduction of Organization
4. Similar Project Experiences
5. Organization’s Other Activities
6. Construction Plans(Monthly basis)

▶ Inauguration Ceremony should be held by end of 2018.

▶ Details of Toilet & Floor Plan

▶ Should be divided into 2-3 sections. Male, Female and Disabled (Public Toilet)

▶ Specify how many toilets, urinals, sinks, storages etc. will be installed.

🡪 At least 6 toilets each for male and female(urinal for male included), 2 sinks, 1 accessible toilet having nursing equipment, 1 storage

🡪 Can be bigger than this standard, above number is minimum(mandatory), if you have special occasion(cannot meet our standard) please contact to the secretariat.

▶ Specify size of whole building, size of each toilet booth and other sections will be.

▶ Floor Plan can be submitted in draft version.

▶ Should be very detail-oriented, specifically.

1. Management Plan(Including Financial Plan)

▶ Who will be the charge of maintenance

▶ What financial resource you will use for maintenance

1. Budget Plan(Total Budget can exceed USD 35,000, but WTA only will cover up to 35,000, so if total budget more than that, you need to verify who will pay for it)

 ▶ Unit, Unit Cost, Total Cost, Source of Funding (WTA or By local or By other organization)

▶ All price should be specified in Local Currency and US Dollar.

▶ Fund will be transferred certain percentage of amount before the construction, and remained portion will be transferred after you submit the all receipts with result report.

1. Cooperative or Affiliated Local Government(MANDATORY)

▶ Person in Charge/Position/Division/Contact Information (Phone, Email)

1. Certification of Organization Foundation
2. Contact Info

▶ Person in Charge/Position/Division/Contact Information (Address, Phone, Fax, Email, Website, SNS, Direct Mobile Number)

1. Confirmation Letter from Local Government

▶ Land should be provided by local government.

▶ Construction and maintenance should be monitored by local government.

※ All criteria must be filled up. Proposal must be written in English and budget plan should be detail-oriented, and must be in USD.

※ How to apply : Email to wta@withwta.org with Official Letter and Project Proposal