

APPLICANT GUIDANCE NOTE

This guidance note is intended to help you prepare a strong, complete proposal. It is not a substitute for reading the full RFP document.

Step 1 — Check Your Eligibility First

Before you invest time in preparing a full proposal, please confirm that your organisation meets all mandatory eligibility requirements:

- Valid FCRA registration (not suspended, cancelled, or under scrutiny)
- Designated FCRA Bank Account with SBI, Main Branch, New Delhi
- FC-4 returns filed and up-to-date for all preceding years
- Registered under relevant legal statutes (Societies Act / Trusts Act / Section 8)
- Minimum 3 years' experience in girl child rights, women's empowerment, or child protection
- Child Protection Policy and POSH Policy in place
- Annual turnover between Rs. 5,00,000 and Rs. 1,50,00,000 in each of the last 3 years

Step 2 — Understand the Priority Geographies

IGP particularly welcomes proposals from organisations with established presence and operational capacity in high-prevalence districts of sex-selective practices, female foeticide, and gender-biased discrimination against the girl child including sex-selective abortion, female infanticide, neglect, child marriage, and trafficking, as reflected in adverse Child Sex Ratio (Census 2011) and Sex Ratio at Birth (NFHS-5) data. Priority states include Haryana, Punjab, Rajasthan, Delhi, Uttar Pradesh, Himachal Pradesh, Goa, Tamil Nadu, Telangana, Maharashtra, Bihar, and Jharkhand. Organisations from other states may also apply if they can demonstrate a compelling local evidence base of need.

Your proposal must clearly state the district(s) and state(s) where activities will be implemented and provide contextual evidence of need.

Step 3 — Design a Meaningful Project

Your technical proposal should demonstrate a clear theory of change. Rather than listing activities, describe how your planned work will lead to lasting attitudinal and behavioural change in communities. Stronger proposals will:

- Show a clear connection between the activities proposed and the problem being addressed
- Identify specific target communities, beneficiary groups, and geographic coverage
- Describe a methodology that is appropriate to your context
- Include realistic, measurable outcome targets
- Show how government systems and community networks will be engaged

Step 4 — Build a Realistic Budget

Your budget should be directly linked to your proposed activities. Key guidance:

- Overhead / administrative costs must not exceed 10% of the total grant amount
- Each budget line should be clearly justified in terms of quantity, rate, and purpose
- Avoid inflating staffing costs or including costs unrelated to the project
- The budget should reflect genuine operational costs in your programme area

Step 5 — Safeguarding and Child Protection

Because this programme works directly with children and young people, IGP takes safeguarding very seriously. Your proposal must demonstrate that your organisation:

- Has a documented Child Protection Policy (CPP) that is known to all staff and volunteers
- Has a POSH (Prevention of Sexual Harassment at Workplace) Policy and Internal Complaints Committee

- Conducts background checks for all staff and volunteers who will have direct contact with children
- Has safe and accessible reporting mechanisms for concerns about the safety of children
- Has a designated safeguarding focal point within the organisation

You will be required to submit copies of your CPP and POSH Policy as part of your proposal. Organisations without these in place will not be considered.

Step 6 — Prepare Your M&E Framework

A monitoring and evaluation framework is a required part of the technical proposal. It should include:

- Clear output and outcome indicators for each major activity
- Baseline data or a plan to collect baseline data at the start of the project
- A plan for ongoing data collection (attendance registers, pre/post assessments, etc.)
- Targets for beneficiary numbers and session coverage

Refer to the Sample Monitoring Indicators in Section 13 of the full RFP for guidance.

Step 7 — Assemble and Submit Your Documents

Ensure your submission includes all parts of the proposal package:

- Part A: Organisational Profile (max 2 pages)
- Part B: Technical Proposal with M&E framework
- Part C: Detailed Budget with justifications
- Part D: Signed declarations and conflict of interest statement
- All mandatory FCRA documents (see Appendix Checklist in the full RFP)
- Child Protection Policy and POSH Policy

Submit in PDF format (budget in Excel or PDF) by email to m.yangad@invisiblegirlproject.org. Incomplete or late submissions will not be considered.

Tips for a Strong Proposal

- Be specific about your geographic focus and community context
- Demonstrate your track record with data and examples, not general statements
- Show that you have existing relationships with the communities and government systems you plan to work with
- Ensure your budget is consistent with your activity plan
- Proofread carefully — errors and inconsistencies can undermine an otherwise strong proposal

Questions?

Submit pre-submission queries by 15/06/2026 to: m.yangad@invisiblegirlproject.org

Available: Monday to Friday, 9:30 AM – 5:30 PM IST