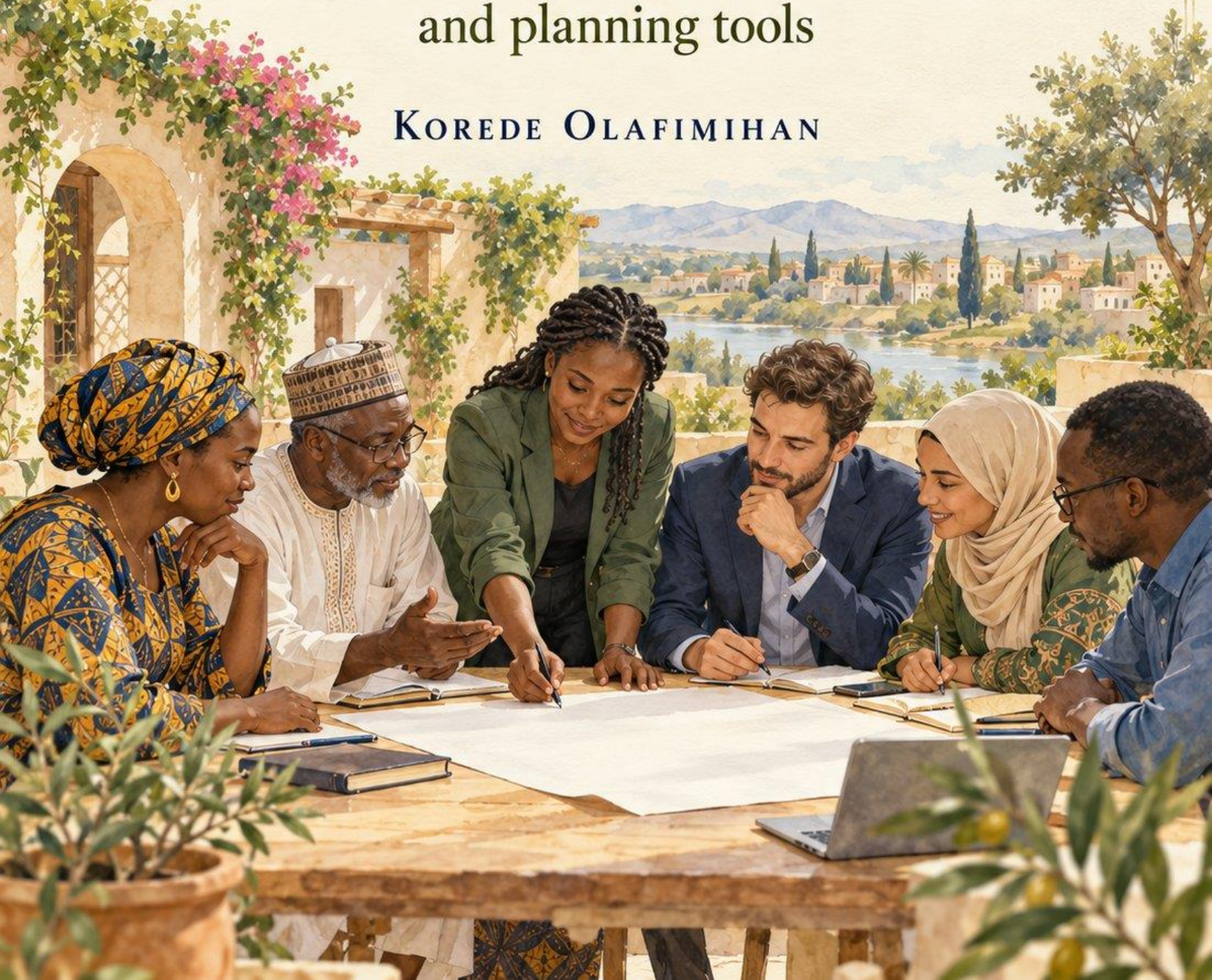
Community Peace Project Proposal Templates

Editable frameworks practical examples and planning tools

Korede Olafimihan



How to use this collection

This collection helps community organisations, facilitators and learners turn a locally identified peacebuilding need into a clear, realistic proposal. It contains twelve adaptable project drafts, a reusable master form, planning worksheets, a worked budget and a complete fictional proposal example. Use the templates as starting points for consultation and planning, then follow the recipient's actual requirements.

Choose and adapt

Read chapters 1 and 2 before choosing a project template from chapters 3 to 14. Use chapters 15 to 17 to prepare the budget, monitoring plan and submission. Each chapter has a topic illustration and a separate adaptation or worksheet page. Appendix A is a four-page blank master proposal. Appendix B contains a worked budget, and Appendix C shows a completed fictional proposal using that budget. Expand the editable response spaces as needed.

Evidence and local responsibility

All project drafts, participant numbers, schedules, targets, named examples and prices are illustrative. They are not findings about a real community, recommended universal standards or a guarantee of funding. Replace square brackets, establish an evidence base and secure necessary permissions before use. A proposal does not authorise its writer to mediate, investigate, provide therapy or exercise public powers. Obtain qualified support for specialised responsibilities and follow applicable organisational procedures.

Sources and illustrations

Prepared on 22 October 2026. Bracketed source numbers refer to the reading list at the end. The templates are original educational material, not official UN or donor forms. Watercolor and ink illustrations were generated for this collection and do not document real events or people. No named organisation endorses this publication.

Copyright and template use

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Contents

01 Designing a project with the community · 5

02 Using the reusable proposal framework · 7

03 Template 1 Community dialogue and joint action · 9

04 Template 2 Youth cooperation and service · 11

05 Template 3 Interfaith cooperation · 13

06 Template 4 Women led community participation · 15

07 Template 5 School cooperation and peace learning · 17

08 Template 6 Community information and rumour response · 19

09 Template 7 Shared spaces and fair access · 21

Contents continued

10 Template 8 Water access and cooperation · 23

11 Template 9 Arts storytelling and cooperation · 25

12 Template 10 Displaced and host community cooperation · 27

13 Template 11 Community peace committee support · 29

14 Template 12 Adult peace education · 31

15 Building a transparent project budget · 33

16 Monitoring learning and community accountability · 35

17 Reviewing submitting and handing over · 37

Appendix A Master proposal form · 39

Appendix B Worked budget · 43

Appendix C Worked proposal · 44

Sources and further reading · 47

Each chapter is followed by its adaptation sheet or worksheet page.

Designing a project with the community



A useful proposal explains a locally identified problem, a feasible response and how the team will check its effects. Begin with people and context before selecting activities. A workshop, sports event or radio programme is not automatically a peacebuilding intervention. Explain the relationship or conflict dynamic it is intended to influence and why the proposed approach might help.

Ask before designing

Identify who experiences the problem, who benefits from current arrangements and who is rarely consulted. Use appropriate existing evidence and safe consultation. Record dates, methods and limits. Do not invent baseline figures or describe an unverified allegation as fact. Consultation should shape the project, not merely endorse an idea already decided.

Explain the logic

Write a short chain: if we undertake [activity] with [participants], then [near-term change] may occur because [reason]. State the assumptions. A dialogue may improve communication if participation is voluntary and participants have a way to act on decisions. It may fail if an influential group is absent or speaking carries consequences.

Design for conflict sensitivity

Check how recruitment, spending, venue choice and publicity could reinforce exclusion. International Alert's conflict sensitivity guide addresses project and organisation practice [1]. UNDP's monitoring toolbox highlights attention to interactions between interventions and context [2]. These resources inform the planning approach here; the templates themselves are original examples, not official donor forms.

Keep authority and safety clear

Projects need suitable supervision, consent and referral arrangements. Serious threats, abuse or unresolved legal rights should not be handled through an ordinary community meeting. Use qualified support and the applicable procedures. The UN mediation guidance identifies consent, preparation and inclusion among its fundamentals [3]. A template does not authorise its user to mediate or investigate.

Community design worksheet

Worksheet 1 Define the need

Problem as described by affected people: _____

Evidence source, date and limitations: _____

People consulted and perspectives still missing: _____

Existing local efforts we should coordinate with: _____

Proposed change within our influence: _____

Assumption that needs checking: _____

Possible harm from the project and a practical response: _____

Who can decide whether to proceed, adapt or pause: _____

Activity

Rewrite this weak claim: Our town has no peace, so we will train everyone. Identify a specific issue, a realistic group and a change that could be observed. Avoid describing a whole community as violent.

Model improvement

Residents consulted in [month] report difficulty obtaining clear information about use of the shared meeting hall. The project will support users and the venue manager to clarify a booking process and review it after a trial. The statement still requires genuine evidence and consultation before submission.

Using the reusable proposal framework



Use the master form in Appendix A when a funder has no required format. If a donor supplies a form, transfer the relevant content into that form and follow its instructions. Keep all sections proportionate to the project's size. A short local initiative may need a concise concept note; a funded programme may require detailed annexes and due diligence.

Complete the basic facts

State the applicant, project title, location, duration, contact, total cost, funding request and confirmed contributions. Identify the accountable organisation and who can authorise submission. Mark unconfirmed partners and resources as proposed. Do not imply registration, funding or endorsement that has not been obtained.

Build the main argument

Describe the problem with evidence, then explain the objective, intended participants, activities and expected results. Separate activities from outputs and outcomes. Holding three meetings is an output; regular cooperation on an agreed action is a possible outcome. Explain the connection and what might prevent it.

Make delivery credible

Include the schedule, responsible people, budget basis, safeguarding arrangements, risk responses and monitoring plan. Clarify what partners have agreed to do. Budget for accessibility, coordination and follow-up rather than only the public event. Explain who owns ongoing responsibilities after funding ends; sustainability requires a practical handover, not a promise of permanent impact.

Adapt and remove drafting notes

Square brackets identify information to replace. Fictional targets in the twelve project templates demonstrate scale rather than recommended universal numbers. Recalculate them after consultation and a capacity review. Delete all instructional language before submitting. The budget in Appendix B is a fictional arithmetic example, not a price quotation or funding offer.

Proposal preparation worksheet

Worksheet 2 Choose a format

Funder or decision maker and official instructions: _____

Required format, word limit and deadline: _____

Applicant eligibility and evidence required: _____

Master form sections to adapt: _____

Project template that best fits the locally identified need: _____

Sections needing specialist or partner input: _____

Person responsible for final factual and financial approval: _____

Activity

Draft a five-sentence concept note: one sentence on the evidenced need, one on the proposed response, one on participants, one on the expected change and one on cost and timing. Read it to someone unfamiliar with the project.

Quality check

Can the reader explain what will happen, why it may help and who is accountable? If not, revise the logic before adding more pages. A polished cover cannot resolve an unclear need or an unsupported promise.

Template 1 Community dialogue and joint action



Use this draft for a manageable relationship or coordination issue where voluntary dialogue is appropriate. Replace every bracket and validate the scale. Illustrative project title: Neighbourhood Dialogue and Shared Action. Proposed duration: twelve weeks. Applicant: [organisation]. Location: [community]. Total cost and funding request: [amounts from approved budget].

Problem and rationale

Consultations conducted by [team] on [dates] indicate [specific communication or cooperation problem]. Evidence includes [source] and is limited by [gap]. Existing initiatives include [efforts]. The project will work with residents to address [bounded issue] through facilitated discussion and a jointly chosen action. It will not adjudicate criminal allegations or impose a settlement.

Objective and participants

By the end of twelve weeks, the project aims to support thirty adult participants from [groups] to agree, implement and review one practical cooperation action. Selection will use [transparent method], with accessible arrangements and attention to people not represented by visible leaders. Participation will be voluntary and concerns can be raised through [channel].

Activities and results

The team will hold preparatory consultations, four facilitated sessions and a follow-up review. Participants will select an achievable action within the authority and resources available. Outputs will include session records, an agreed action plan and a review note. The intended outcome is more reliable cooperation on the chosen issue, assessed through implementation evidence and participant accounts rather than attendance alone.

Delivery and continuation

[Project lead] will coordinate, [qualified facilitator] will manage the process and [partner] will support access. A named focal person will follow up actions after the project. Costs will cover preparation, facilitation, access, materials and monitoring. The team will pause joint sessions if voluntary participation or safety cannot be maintained.

Dialogue project adaptation sheet

Workplan to customise

Weeks 1 to 3: validate the issue, map representation, confirm facilitator and agree participation arrangements. Weeks 4 to 8: hold sessions, record proposals and select an achievable joint action. Weeks 9 to 12: implement the action, review feedback and confirm continuing responsibilities.

Budget basis

Estimate four sessions using expected attendance and venue needs. Cost preparatory work, facilitation time, interpretation or accessibility, agreed participant transport and action follow-up separately. Identify the proposed joint action cost rather than hiding it in miscellaneous expenses.

Monitoring and risks

Output measure: sessions completed with agreed action records. Outcome measure: whether the joint action was implemented and whether participants describe more reliable cooperation. Establish an initial description at consultation; do not invent a baseline. Review exclusion, pressure to agree and unauthorised promises after each session.

Worksheet 3 Local decisions

Issue suitable for dialogue and evidence: _____

Groups and less-visible participants to consult: _____

Facilitator and authority limits: _____

Joint action selection method: _____

Action owner, follow-up date and feedback channel: _____

Template 2 Youth cooperation and service



Use this draft for adult youth participants undertaking a genuinely shared community task. If minors will participate, redesign with the required child safeguarding arrangements. Illustrative title: Youth Cooperation Through Community Service. Duration: ten weeks. Applicant and location: [details]. Budget and funding request: [amounts].

Problem and rationale

[Consultation or existing evidence] suggests that young adults from [areas] have limited opportunities to cooperate on shared concerns. The evidence does not establish that youth are a source of violence. The project will test whether jointly designing and delivering a useful service creates practical experience of working across neighbourhood boundaries.

Objective and participants

Twenty-four adults aged [locally appropriate range] will plan and complete two small service activities by week ten. Recruitment will use [public criteria], with outreach beyond established clubs and arrangements that enable women and people with disabilities to participate. No political allegiance or public personal disclosure will be required.

Activities and results

The team will consult participants, deliver two planning and cooperation sessions, support two participant-designed service activities and hold a reflection meeting. Possible tasks include preparing accessible public information or supporting an authorised shared-space improvement. Activities involving construction, hazardous waste or other specialist risks require competent supervision and approval. Outputs will include two completed activities and participant reflection records. The intended outcome is demonstrated cross-group cooperation during planning and follow-up.

Delivery and continuation

[Youth coordinator] will supervise logistics and [community partner] will confirm that the service meets an actual need. Participants will agree roles and a complaints route. The project will not promise jobs, grants or certificates as a reward for allegiance. A voluntary follow-up group may continue only if participants want it and resources are identified.

Youth project adaptation sheet

Workplan to customise

Weeks 1 to 2: consult, recruit transparently and confirm access requirements. Weeks 3 to 4: practise cooperation and choose feasible service tasks. Weeks 5 to 8: complete the activities with supervision. Weeks 9 to 10: obtain community feedback and review participant cooperation.

Budget basis

Cost coordination, training space, access, approved materials, safety equipment where appropriate and two service activities. Obtain permission and realistic quotations before budgeting physical improvements. Do not count unpaid participant time as cash funding.

Monitoring and risks

Record whether participants from different areas share planning and delivery responsibilities, not merely whether both groups attend. Compare initial expectations with end-of-project accounts. Watch for competitive group branding, favouritism in selection and work that substitutes for paid labour without an agreed purpose.

Worksheet 4 Local decisions

Community need confirmed by: _____

Age range and safeguarding arrangements: _____

Recruitment and access method: _____

Two feasible service tasks and permissions: _____

Evidence of shared responsibility to review: _____

Template 3 Interfaith cooperation



Use this draft for voluntary cooperation on a shared civic concern. It is not a theological debate or a process for pressuring belief change. Illustrative title: Shared Neighbourhood Service and Interfaith Understanding. Duration: twelve weeks. Applicant, location, total cost and request: [details].

Problem and rationale

Consultations with [participants] identify [specific separation, misunderstanding or coordination issue]. Available evidence is [source and date], with [limitation]. Local religious and non-religious residents have proposed [shared concern]. The project will create a practical opportunity to cooperate while respecting different beliefs and the right not to participate.

Objective and participants

The project aims to support twenty-eight adult participants to plan and review one shared civic action and agree a continuing communication arrangement by week twelve. Recruitment will include [relevant communities], women, younger adults and people whose perspectives are not represented by formal leadership. Invitations will explain the purpose without claiming that one participant speaks for an entire faith.

Activities and results

Separate preparatory conversations will identify concerns and appropriate arrangements. Three facilitated meetings will develop the shared action, agree responsibilities and review implementation. Venue, food, timing and communication will be agreed with participants. Outputs will include a cooperation plan, completed action and contact arrangements shared only with permission. The intended outcome is a usable cross-community working relationship on the selected issue.

Delivery and continuation

[Lead organisation] will coordinate and [facilitator] will manage participation. Public statements and photographs will require appropriate consent and approval. The project will avoid competitive representation, political endorsement and claims that it has resolved all religious tension. Named contacts will review the arrangement after the funded period, provided they freely agree.

Interfaith project adaptation sheet

Workplan to customise

Weeks 1 to 3: consult separately and identify a shared civic purpose. Weeks 4 to 7: hold planning meetings and agree one action. Weeks 8 to 10: implement. Weeks 11 to 12: review what worked and whether continued contact is wanted.

Budget basis

Include preparatory conversations, neutral venue, agreed food arrangements, facilitation, language or access support and the shared action. Confirm religious calendars and participant needs before booking. Avoid spending that publicly privileges one participating institution.

Monitoring and risks

Check whose suggestions shaped the action, whether participants could express concerns and whether agreed contacts are used voluntarily. Initial consultation should describe existing cooperation. Do not use attendance as proof of reconciliation. Pause if participation becomes coercive or the event is used to endorse a political or religious hierarchy.

Worksheet 5 Local decisions

Shared civic concern and evidence: _____

Perspectives missing from formal leadership: _____

Agreed venue, calendar and access arrangements: _____

Public communication and consent process: _____

Continuing contact arrangement and review date: _____

Template 4 Women led community participation



Use this draft to support meaningful influence over a defined local decision. It is not a specialist response to gender-based violence. Illustrative title: Women Shaping Community Peace Priorities. Duration: twelve weeks. Applicant and location: [details]. Total cost and request: [amounts].

Problem and rationale

[Consultations] indicate that women affected by [local issue] face [specific participation barriers]. Evidence comes from [source and date] and does not represent all women. Existing organisations working on the issue include [partners]. The project will support participants to identify priorities and engage the people who can respond to a bounded decision.

Objective and participants

Thirty adult women from [relevant backgrounds] will develop two priority recommendations and obtain a documented response from [responsible body] by the end of the project. Recruitment will consider disability, livelihood, language, age and caregiving differences. Participation and publicity will be voluntary. Decision makers' involvement will be confirmed before it is described as a commitment.

Activities and results

The team will consult on barriers, hold three accessible preparation sessions and convene one structured engagement with the relevant body. Participants will decide what can be shared publicly and who may present their views. Outputs will include a priority brief, engagement record and response tracker. The intended outcome is demonstrable influence on the chosen decision or a clearer accountable response, rather than increased attendance alone.

Delivery and continuation

[Women's organisation] will lead content, [coordinator] will manage access and [partner] will support follow-up. Budget for appropriate transport, interpretation and caregiving support where agreed. Sensitive disclosures will follow established referral procedures; the project will not collect personal accounts of abuse for a proposal. Participants will choose how to continue tracking the response after funding ends.

Women participation adaptation sheet

Workplan to customise

Weeks 1 to 3: consult and secure a realistic decision-making entry point. Weeks 4 to 7: prepare recommendations and agree representation. Weeks 8 to 9: hold the engagement. Weeks 10 to 12: obtain and assess the response with participants.

Budget basis

Include accessible meeting arrangements, participant transport, agreed care support, facilitation, preparation of the priority brief and follow-up. Confirm who provides each access service and how costs will be documented without unnecessary personal information.

Monitoring and risks

Track whether recommendations receive a specific response and whether participants consider that their views were represented accurately. Ask about unwanted consequences through a safe channel. Do not assume one group represents all women or that public visibility is always empowering.

Worksheet 6 Local decisions

Specific decision participants seek to influence: _____

Decision maker's confirmed role: _____

Participation barriers and agreed responses: _____

What may be public and what must remain private: _____

Response owner, date and follow-up method: _____

Template 5 School cooperation and peace learning



Use this draft only with school approval and appropriate child safeguarding leadership. It supports learning and inclusion; it is not counselling or a substitute for the school's response to abuse. Illustrative title: Learning Cooperation at School. Duration: one twelve-week term. Applicant, school, budget and request: [details].

Problem and rationale

[Approved school review] identifies [specific issue involving exclusion, cooperation or respectful communication]. Evidence includes [non-identifying records or consultation] and [limitations]. The school wishes to test age-appropriate cooperative learning activities while maintaining existing safeguarding and behaviour procedures.

Objective and participants

Two participating classes, with numbers confirmed by the school, will practise agreed cooperation skills and complete one joint learning activity during the term. Teachers will adapt content to age, language and access needs. Required parent or guardian permissions and pupil assent will be handled under the school's procedures. No child will be required to disclose private family conflict or perform a traumatic role play.

Activities and results

The project will brief teachers, deliver six short classroom activities, support one joint creative task and gather age-appropriate feedback. Activities will use fictional low-risk disagreements and guided practice in listening, turn-taking and shared decisions. Outputs will include lesson materials, teacher reflection notes and the joint task. The intended outcome is improved use of the practised skills in the participating classes, assessed cautiously through agreed observations.

Delivery and continuation

[School lead] will authorise delivery and [safeguarding lead] will manage concerns. Facilitators must meet the school's suitability requirements. Images and stories will not be published without the required permissions and risk review. Teachers will decide which activities to retain and how to integrate them into existing learning. Claims about reduced violence or bullying require appropriate evidence beyond this small pilot.

School project adaptation sheet

Workplan to customise

Weeks 1 to 2: obtain school approvals, check materials and agree observation methods. Weeks 3 to 8: deliver six short activities. Weeks 9 to 10: complete the joint task. Weeks 11 to 12: review feedback and decide what the school can continue.

Budget basis

Cost teacher preparation, approved facilitation, accessible learning materials and evaluation time. Use existing school space where agreed. Do not assume teachers will provide unpaid additional hours. Include required safeguarding preparation and approval time in the schedule.

Monitoring and risks

Teachers can record agreed examples of turn-taking or cooperative problem solving without creating public labels for children. Establish an initial observation period and use the same definition later. Do not publish identifiable behaviour records. Concerns about a child's safety follow the school's established procedure immediately.

Worksheet 7 Local decisions

School approval and safeguarding lead: _____

Age group, class size and access requirements: _____

Consent, assent and image-use arrangements: _____

Cooperation skill and observation method: _____

Teacher handover and continuation decision: _____

Template 6 Community information and rumour response



Use this draft to improve access to reliable public information about a specific local issue. It is not surveillance or an investigation of individuals. Illustrative title: Clear Information for Community Cooperation. Duration: ten weeks. Applicant, location, budget and request: [details].

Problem and rationale

[Consultation or public information review] indicates confusion about [service, event or procedure]. Unclear messages may be affecting cooperation through [plausible mechanism]. The team will verify the information gap rather than assume that residents are deliberately spreading falsehoods. Sources and limits will be recorded.

Objective and participants

By week ten, the project aims to establish an agreed verification and correction process for the selected topic and produce six accessible public information pieces. Intended audiences include [groups and languages]. Public authorities or service providers will be asked to confirm factual responsibilities; their cooperation will not be claimed until agreed.

Activities and results

The team will gather common non-identifying questions, check them with authorised sources, draft messages, test comprehension and publish through agreed channels. Incorrect published information will be corrected transparently. Outputs will include six approved messages and a verification record. The intended outcome is better understanding of the selected information among the audience reached, not a promise to eliminate misinformation.

Delivery and continuation

[Editor] will approve accuracy, [language reviewer] will check meaning and [community partner] will advise on access. The project will not publish unverified allegations, names of alleged rumour originators or lists of political views. It will avoid repeating harmful content unnecessarily. A designated contact will maintain essential corrections and route serious concerns through existing qualified channels after the project.

Information project adaptation sheet

Workplan to customise

Weeks 1 to 2: define the topic and verification contacts. Weeks 3 to 4: collect questions and test draft formats. Weeks 5 to 8: publish six pieces and respond to factual corrections. Weeks 9 to 10: assess comprehension and agree maintenance responsibilities.

Budget basis

Cost editorial time, verification, translation, accessible formats, radio or distribution charges where needed and feedback collection. Obtain channel permissions before pricing. Do not promise audience numbers without a defensible distribution method.

Monitoring and risks

Test whether a small voluntary audience sample can explain the intended information accurately. Describe sample limitations. Track correction time and unresolved questions. Reach figures and page views do not demonstrate trust or understanding. Store only the information needed for verification and learning.

Worksheet 8 Local decisions

Specific topic and verified information gap: _____

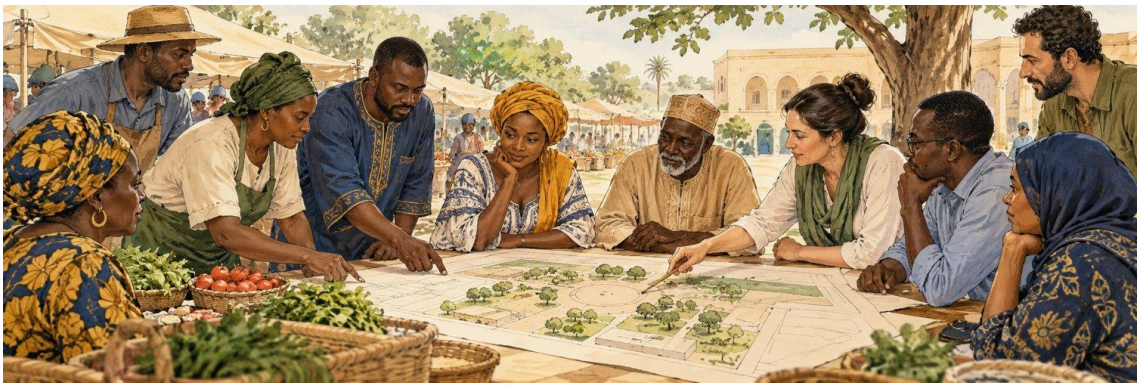
Authorised source and editorial approver: _____

Languages, formats and distribution channels: _____

Correction process and response owner: _____

Comprehension question and feedback method: _____

Template 7 Shared spaces and fair access



Use this draft for an authorised, low-risk process to improve arrangements for a shared facility. It does not determine land ownership or resolve legal disputes. Illustrative title: Fair Access to Our Community Hall. Duration: twelve weeks. Applicant, venue, total cost and request: [details].

Problem and rationale

[User consultation] identifies uncertainty about [booking, opening hours or access conditions]. Evidence includes [records and dates], with [missing perspectives]. Existing rules are [verified description]. The project will support users and the authorised manager to test clearer arrangements without assuming that the applicant can change ownership or statutory duties.

Objective and participants

Representatives of [user groups] and the venue manager will develop, trial and review one accessible booking procedure by week twelve. Thirty adult consultation participants are an illustrative planning scale. Selection will consider occasional users, people with disabilities and groups excluded by current arrangements. Participation will not require surrendering a legal claim.

Activities and results

The team will review existing rules, consult users, hold two facilitated design meetings and run a four-week trial with permission. The manager will record requests using a minimal-information log. Outputs will include a draft procedure, public explanation and review record. The intended outcome is a more understandable and consistently applied access process. Any unresolved rights issue will be referred through appropriate channels rather than decided by the workshop.

Delivery and continuation

[Manager] will authorise operational changes, [coordinator] will consult and [facilitator] will support discussion. The proposal will explain how access complaints will be received and who can decide them. The manager will accept continuing responsibility only after agreement. Improvements requiring construction will be scoped and approved separately. Costs will include consultation, access support, materials and the trial review.

Shared space adaptation sheet

Workplan to customise

Weeks 1 to 3: confirm management authority and review existing rules. Weeks 4 to 6: consult and draft a procedure. Weeks 7 to 10: run the authorised trial. Weeks 11 to 12: review use and agree any revisions.

Budget basis

Include consultation, facilitation, accessible notices, booking materials and review time. Separate any approved physical access improvement and obtain technical advice and quotations. Do not spend project funds on a disputed asset without the required authority.

Monitoring and risks

Track whether requests are handled according to the published procedure and whether users understand it. An increase in recorded complaints may reflect a more usable feedback channel, not worsening conflict. Review informal gatekeeping and costs that exclude some users.

Worksheet 9 Local decisions

Facility and confirmed manager: _____

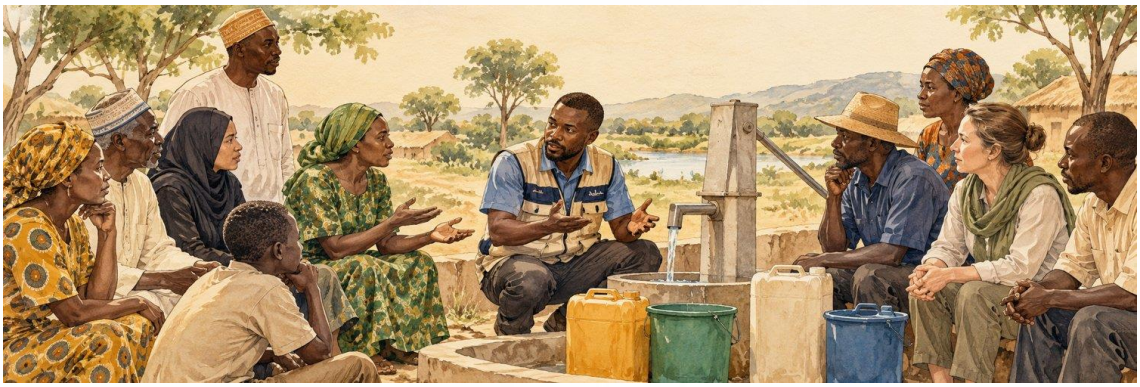
Operational issue within the project's authority: _____

Users who need a voice in the trial: _____

Trial rules and complaint decision process: _____

Review date and continuing owner: _____

Template 8 Water access and cooperation



Use this draft with the authorised water provider and relevant technical expertise. It addresses communication and access arrangements, not engineering design or water safety certification. Illustrative title: Shared Water Access and Communication. Duration: twelve weeks. Applicant, location, budget and request: [details].

Problem and rationale

[Consultation and service records] indicate concerns about [queues, schedules, breakdown reporting or information]. Evidence is [source and date], with [limitations]. The project will examine how service arrangements interact with community tensions rather than attributing disagreement to identity alone. Existing maintenance and legal responsibilities will be verified before proposing changes.

Objective and participants

Users from [areas] and the provider will agree and trial one practical communication or queue arrangement by week twelve. Twenty-four adult consultation participants are an illustrative scale, not a claim of representation. Outreach will include people collecting water at different times, women, older people and people with access needs. Essential access will never depend on attendance at a project meeting.

Activities and results

The project will review arrangements, consult separately where useful, hold two joint planning sessions and support a four-week authorised trial. Technical issues will be referred to the provider. Outputs will include an agreed procedure, accessible information and a review note. The intended outcome is more predictable communication and cooperation around the selected access issue, not a guaranteed increase in water supply.

Delivery and continuation

[Provider] will retain technical and service responsibility. [Community coordinator] will support inclusive feedback and [facilitator] will manage discussion. The team will not publish household movements or sensitive complaints. Ongoing communication and maintenance responsibilities must be accepted by named owners. Infrastructure costs, if later proposed, require a separate technical scope and funding decision.

Water project adaptation sheet

Workplan to customise

Weeks 1 to 3: verify authority, service information and user perspectives. Weeks 4 to 6: agree a feasible access or communication trial. Weeks 7 to 10: implement with provider oversight. Weeks 11 to 12: review and confirm responsibilities.

Budget basis

Cost consultation, facilitation, language and access support, notices and monitoring. Exclude unassessed repairs or construction. If technical work is needed, add a separately approved specification and obtain realistic quotations before submission.

Monitoring and risks

Use an agreed definition of predictable service information or procedure compliance. Record baseline conditions during preparation and note supply changes outside the project's control. Ensure the trial does not shift burdens to less-visible users or create unofficial fees.

Worksheet 10 Local decisions

Provider, authority and technical contact: _____

Specific access or communication issue: _____

User groups and consultation times: _____

Trial procedure and feedback route: _____

External factors affecting results: _____

Template 9 Arts storytelling and cooperation



Use this draft for voluntary creative collaboration without requiring personal testimony. Illustrative title: Community Stories and Shared Creativity. Duration: ten weeks. Applicant, location, total cost and request: [details]. The project is a learning and cooperation activity, not trauma therapy.

Problem and rationale

[Consultations] suggest limited opportunities for [groups] to create something together and discuss shared community concerns. Evidence comes from [source] and is limited by [gap]. Participants propose an arts activity because [locally supported reason]. The project will test cooperation through joint creative decisions rather than assume that performance automatically creates reconciliation.

Objective and participants

Twenty adult participants will co-create one exhibition, audio piece or performance on [agreed low-risk theme] and review the collaboration by week ten. Recruitment will use [criteria], accessible formats and voluntary participation. People may contribute without appearing publicly. Fictional or general stories will be acceptable; no one must disclose a painful experience.

Activities and results

An artist-facilitator will support three creative workshops, a production period and an optional public sharing event. Participants will agree authorship, approval and permitted uses before publication. Outputs will include the collaborative work and a process reflection. The intended outcome is evidence of shared decision making and respectful cooperation among participants. Audience attendance will be reported separately from relationship outcomes.

Delivery and continuation

[Creative lead] will manage production, [community partner] will advise on context and [coordinator] will oversee consent and access. Content will be reviewed for stigma, retaliation and misuse. Copyright and payment arrangements will be agreed in writing. The project will preserve or withdraw public material according to the agreed permissions and explain practical limits once content is distributed.

Arts project adaptation sheet

Workplan to customise

Weeks 1 to 2: agree theme, participation and rights. Weeks 3 to 5: hold workshops. Weeks 6 to 8: produce and review the work. Weeks 9 to 10: share if appropriate and reflect on cooperation.

Budget basis

Include artist preparation and facilitation, accessible materials, production costs, venue or distribution, consent administration and review. Confirm whether participants are paid for creative work and how their contribution is credited. Do not assume permission to reuse music, images or scripts.

Monitoring and risks

Record how creative decisions were shared and how disagreements were handled. Ask whether participants felt represented fairly. Review public content separately for risk. A moving performance is not evidence of improved community relations without additional follow-up.

Worksheet 11 Local decisions

Creative theme and locally supported purpose: _____

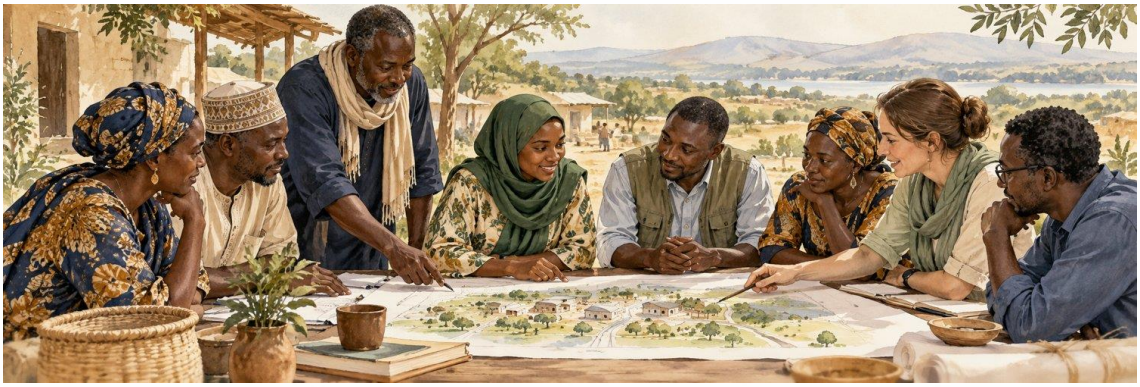
Participation without public exposure options: _____

Ownership, credit and reuse agreement: _____

Content approval and withdrawal limits: _____

Cooperation evidence to review: _____

Template 10 Displaced and host community cooperation



Use this draft with experienced local partners and appropriate protection referrals. It does not determine assistance eligibility or require disclosure of displacement experiences. Illustrative title: Neighbours Working Together. Duration: twelve weeks. Applicant, location, budget and request: [details].

Problem and rationale

[Consultations and existing service information] suggest difficulty coordinating around [specific shared concern]. Evidence includes [source and date] and does not represent all displaced or host residents. The project will support cooperation on a locally chosen activity while recognising different access barriers and power relations. It will not portray either population as a single group.

Objective and participants

Thirty adults from [relevant communities] will jointly plan, complete and review one small service or information activity by week twelve. Recruitment will be transparent and independent of aid allocation. Participation will not affect access to services. Personal legal status, trauma histories and sensitive movement information will not be collected for this project unless a separately authorised, necessary process requires them.

Activities and results

The team will consult groups safely, identify a shared task, hold two planning meetings and support implementation with a review. Possible tasks include an accessible service information resource or an authorised neighbourhood improvement. Outputs will be the agreed plan, completed task and review note. The intended outcome is practical cooperation and clearer communication on the selected issue, not proof of full integration.

Delivery and continuation

[Experienced partner] will guide inclusion and referral arrangements. [Coordinator] will manage delivery and [community contacts] will advise without controlling aid access. Publicity will use consent and risk review. Resources and responsibilities will be explained transparently to avoid perceptions of hidden benefits. Continuing cooperation will be voluntary and based on an agreed owner and feasible support.

Displaced and host community adaptation sheet

Workplan to customise

Weeks 1 to 3: consult and confirm protection and service boundaries. Weeks 4 to 6: select a shared task and agree roles. Weeks 7 to 10: implement. Weeks 11 to 12: review cooperation and continuation.

Budget basis

Include accessible consultation, interpretation, transport where agreed, coordination, task materials and follow-up. Explain selection of any funded inputs. Keep aid delivery and project participation distinct, with separate eligibility decisions where applicable.

Monitoring and risks

Review whether participants from different backgrounds actually share decisions and tasks. Ask privately about exclusion or unintended consequences through a suitable partner. Avoid publicly labelling individuals by displacement status. Participation totals do not establish acceptance or safety.

Worksheet 12 Local decisions

Shared concern and evidence: _____

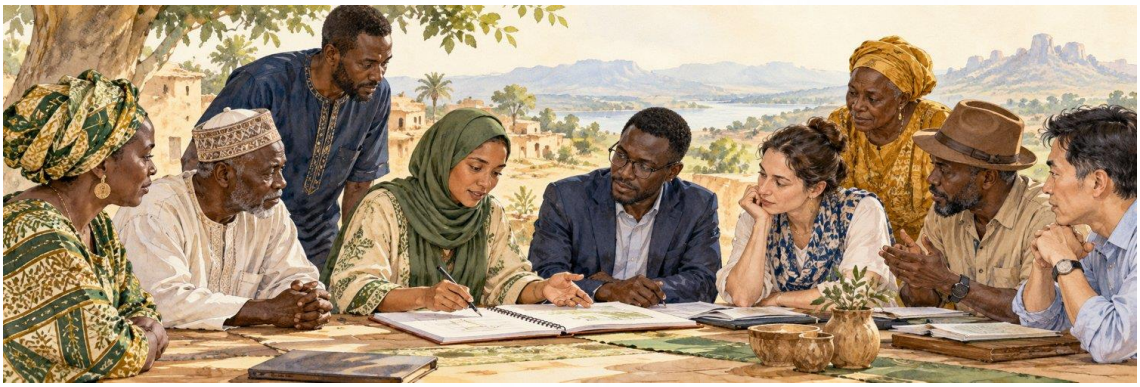
Experienced partner and referral arrangements: _____

Recruitment independent of aid allocation: _____

Sensitive information the project will avoid collecting: _____

Task owner and continuation review: _____

Template 11 Community peace committee support



Use this draft to strengthen a legitimate voluntary coordination group with clear limits. It does not create policing powers, a court or an intelligence network. Illustrative title: Accountable Community Peace Coordination. Duration: sixteen weeks. Applicant, location, budget and request: [details].

Problem and rationale

[Consultation] identifies unclear responsibilities, limited representation or weak follow-up within [existing group]. Evidence includes [records and date], with [limitations]. The project will first check whether residents want this mechanism and how it relates to existing institutions. It will not establish a parallel body merely because funding is available.

Objective and participants

An agreed group of [locally justified number] adult members will adopt a public role statement, transparent membership process and action-review routine by week sixteen. Representation will be discussed with residents rather than assigned solely by powerful leaders. Membership will not authorise detention, coercion, investigation or compulsory dispute resolution.

Activities and results

The team will review legitimacy and mandate, consult excluded perspectives, provide three supervised learning sessions and support three action-review meetings. Outputs will include terms of reference, referral contacts verified with relevant services and non-sensitive action records. The intended outcome is clearer accountability and more reliable follow-up within the group's proper scope.

Delivery and continuation

[Established partner] will supervise the work. Members will agree conflicts-of-interest rules, confidentiality limits and a complaints route outside the committee. Serious incidents will be referred through appropriate authorised procedures. The project will not encourage members to collect allegations or identify suspected offenders. Continuing meetings, basic costs and oversight must have named owners. If legitimacy or safe participation cannot be established, the proposal will be redesigned rather than launching the group anyway.

Committee support adaptation sheet

Workplan to customise

Weeks 1 to 4: assess need, legitimacy and links to existing institutions. Weeks 5 to 8: agree the mandate and provide learning sessions. Weeks 9 to 14: test action review and referrals within scope. Weeks 15 to 16: review accountability and continuation.

Budget basis

Include consultations, skilled supervision, training, accessible mandate information and review meetings. Explain any reimbursements transparently. Do not budget uniforms, enforcement equipment or payments for identifying suspected offenders under this civilian coordination template.

Monitoring and risks

Check whether residents understand the group's limits and whether actions are followed up or referred appropriately. Record only necessary information. A larger number of cases is not automatically success and may create pressure to exceed the mandate.

Worksheet 13 Local decisions

Evidence that the mechanism is wanted: _____

Mandate and explicit limits: _____

Membership and accountability process: _____

Verified referral and complaints routes: _____

Supervisor, continuing owner and review date: _____

Template 12 Adult peace education



Use this draft for practical learning about respectful communication and everyday cooperation. It is not family therapy, legal advice or a process for resolving abuse. Illustrative title: Everyday Skills for Community Cooperation. Duration: eight weeks. Applicant, location, total cost and request: [details].

Problem and rationale

[Consultation] identifies a need for accessible learning on [specific communication or cooperation task]. Evidence is [source and date], with [limitations]. Participants want practice that connects to ordinary community interactions. The project will use fictional low-risk situations rather than require personal disclosures or assume that conflict results from poor communication alone.

Objective and participants

Twenty-four adults will practise listening, clear requests and shared problem solving through four facilitated sessions by week eight. Selection will use [method] and accommodate language, disability and schedule needs. People can decline a role play or use a written alternative. Participation is voluntary and is not linked to access to services.

Activities and results

The facilitator will adapt materials, hold four sessions, offer optional practice tasks and conduct a short learning review. Each session will demonstrate one skill, provide guided practice and invite feedback. Outputs will include accessible materials and completed practice activities. The intended outcome is improved ability to demonstrate the chosen skills in a low-risk exercise, with cautious follow-up on voluntary real-world use.

Delivery and continuation

[Qualified educator] will lead learning and [community partner] will support access. Facilitators will explain boundaries and follow established referral procedures if a safety concern is disclosed. The programme will not encourage a person to confront someone who may harm them. Materials can be retained under agreed permissions, and a local learning contact may arrange a later refresher if resources allow.

Adult learning adaptation sheet

Workplan to customise

Weeks 1 to 2: confirm learning needs and adapt materials. Weeks 3 to 6: deliver four sessions with practice. Week 7: offer an optional refresher or feedback opportunity. Week 8: review learning and decide whether follow-up is useful.

Budget basis

Include preparation, facilitation, accessible materials, space, interpretation or transport where agreed and learning review. If childcare or other support is proposed, confirm suitable providers and procedures. Do not promise certificates that imply professional accreditation.

Monitoring and risks

Use a simple, consistent fictional exercise before and after learning. Record what participants demonstrate, not a claim that their relationships have been transformed. Make disclosure optional and avoid collecting sensitive household information. Refer specialised needs appropriately.

Worksheet 14 Local decisions

Learning task and evidence of demand: _____

Facilitator competence and referral arrangements: _____

Language, access and participation options: _____

Practice skill and assessment method: _____

Materials permissions and follow-up owner: _____

Building a transparent project budget



A proposal budget translates the workplan into justified costs. Start with activities and required inputs, then calculate quantities, units and unit costs. Use one stated currency and a pricing date. The worked example in Appendix B uses fictional Nigerian naira amounts for arithmetic practice; obtain current local quotations before using any figures in an application.

Make the calculation visible

For each line, state what will be purchased or paid for, how much, the unit and the rate. A session venue line might use four sessions multiplied by a quoted rate per session. Keep participant transport, meals and staff time distinct to avoid double counting. Explain whether a rate includes taxes and other charges.

Reconcile the funding plan

Total cash costs should equal the funding request plus confirmed cash contributions. Show requested, confirmed and pending support separately. In-kind space or volunteer time can be described and valued if the funder permits, but it is not spendable cash. Do not count the same contribution twice or treat a proposed donation as secured.

Budget for delivery quality

Include preparation, accessibility, safe participation, coordination, monitoring and reporting where necessary. Apply indirect costs or contingency only if permitted and explain the basis. A contingency is not an unaccountable spending pot. Required changes must follow the funder's approval and financial procedures.

Define financial responsibilities

Name who approves purchases, makes payments, checks evidence and reviews the budget. Use appropriate separation of duties and declare conflicts of interest. Keep quotations, approvals and receipts securely. Do not include sensitive personal details in a public proposal. Funding restrictions and the applicant's policies govern procurement, advances and reimbursement.

Budget preparation worksheet

Worksheet 15 Cost and funding check

Budget currency, pricing date and quotation sources: _____

Workplan activities and inputs still missing: _____

Access, safeguarding and follow-up costs: _____

Total cash cost: _____

Funding request plus confirmed cash contribution: _____

Pending support shown separately: _____

In-kind support and permitted valuation method: _____

Approver, payment officer and reviewer: _____

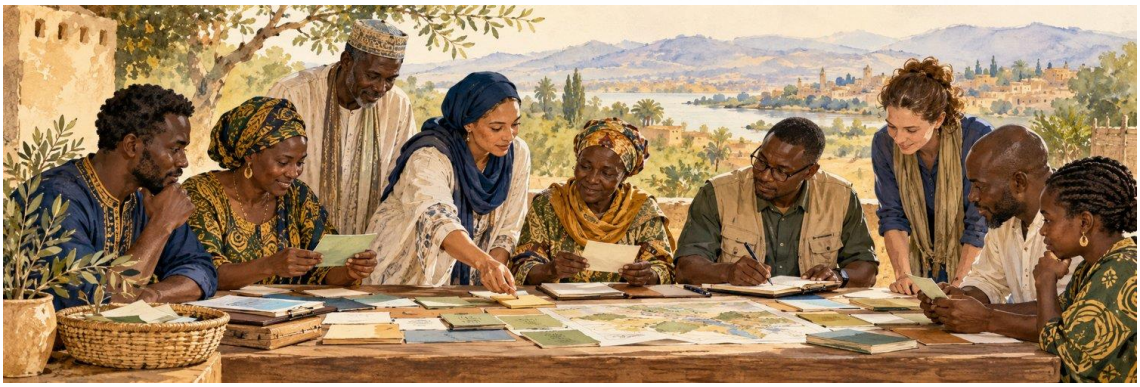
Activity

Review Appendix B. Explain why two donated venue sessions are not part of the cash request. Then change one unit cost and recalculate the subtotal, total and funding gap. Never change a total without updating the funding plan.

Budget narrative prompt

The cost of [item] is based on [quantity] [units] at [rate], supported by [quotation or documented basis]. It is necessary because [activity or access need]. The amount includes or excludes [specified charges]. Replace every bracket with evidence before submission.

Monitoring learning and community accountability



A monitoring plan should help the team make decisions, not only supply numbers to a donor. Define what delivery will look like, what change you hope to influence and what unintended effects you need to notice. UNDP's conflict-sensitive monitoring resource highlights the importance of interactions with context throughout the project cycle [2]. Adapt methods to the local setting and participants.

Distinguish outputs from outcomes

A session count measures delivery. An agreed action completed by different groups may indicate cooperation. Neither proves that the project prevented violence. Explain how the evidence relates to the objective and what other factors may affect it. Establish a baseline where useful; when it is unknown, write to be established and specify the method and date.

Use modest defensible indicators

Give each indicator a definition, data source, collection schedule and responsible person. Decide how repeated attendance will be counted. Record targets as planning commitments and results as observed findings. Do not invent a baseline of zero to make later change look large. A small voluntary survey can inform learning but should not be represented as the whole community's view.

Make feedback usable

Tell participants how to ask questions, complain or request changes without losing access to activities. Provide a route that does not depend solely on a powerful gatekeeper. Explain privacy limits and escalation. Collect only necessary information, restrict access and agree a retention period. Avoid publishing identifiable complaints or attendance lists without a justified purpose and permission.

Review and adapt

Schedule a short learning review after each major activity. Record what changed, why, who approved it and whether the workplan or budget needs revision. A paused or redesigned activity can be a responsible result when conditions change.

Monitoring worksheet

Worksheet 16 Indicator and feedback record

Objective or result being assessed: _____

Indicator definition and unit: _____

Baseline or method and date to establish it: _____

Target and why it is realistic: _____

Data source, collection time and responsible person: _____

Information access and retention arrangements: _____

Feedback channel and response owner: _____

Unintended effect to watch and adaptation trigger: _____

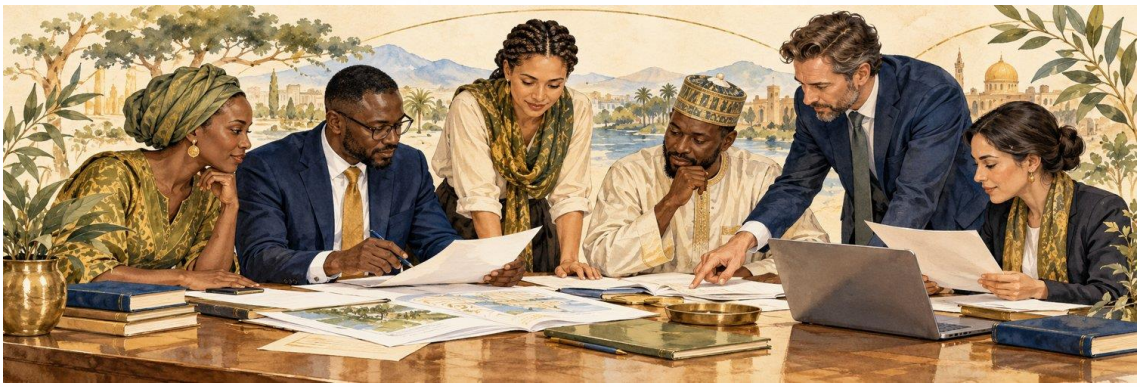
Activity

Replace eighty per cent of people are peaceful with an indicator connected to an actual project decision. For a hall-booking trial, you might examine whether requests were processed using the agreed procedure and ask users whether they understood it. Define the denominator, sample and period. Do not claim the indicator measures peace in general.

Learning note prompt

We observed [finding] from [source]. Its limitations are [limits]. We will adjust [action] because [reason], with approval from [owner] by [date].

Reviewing submitting and handing over



A complete draft needs factual, financial and community review before submission. The applicant remains responsible for accuracy even when using a template or AI assistance. Follow the recipient's actual eligibility, format, budget and evidence requirements. There is no universal proposal that guarantees funding.

Review the project logic

Check that the problem is evidenced, the objective is feasible and activities could reasonably contribute to it. Ensure participant selection and the proposed scale match available resources. Each material risk should have an owner and a response. Confirm that the team has the competence and authority required; do not use polished wording to hide an unresolved responsibility.

Verify commitments and finances

Ask partners to confirm their roles. Check quotations, totals, funding sources and any conditions on contributions. Mark pending support clearly. Remove unsupported endorsements and invented impact statistics. Align the schedule with approvals, procurement, access arrangements and reporting rather than only the event date.

Prepare the submission

Replace bracketed fields, delete instructions and ensure required annexes are included. Check consistency across title, duration, participant numbers, budget and monitoring targets. Use the required filenames and submission route. Obtain approval from the authorised applicant representative. Save the final version, submission confirmation and a record of changes.

Plan beyond the award decision

If approved, review the final grant conditions before spending and brief the team on responsibilities. If declined, request feedback where appropriate and reassess fit rather than changing facts to make the proposal more attractive. If the project ends, hand over agreed responsibilities, close accounts, protect or dispose of records according to policy and report what was learned honestly.

Final review worksheet

Worksheet 17 Submission readiness

Evidence and participant consultation checked by: _____

Objective, activities and indicators aligned by: _____

Partner roles and necessary permissions confirmed by: _____

Risk, safeguarding and referral arrangements reviewed by: _____

Budget arithmetic and funding plan checked by: _____

All placeholders and drafting notes removed by: _____

Authorised signatory and approval date: _____

Submission route, deadline and confirmation record: _____

Final decision

Ready to submit / Revise first / Pause for consultation or approval

Reason and next action: _____

Activity

Ask a reader who did not write the proposal to explain the project in one minute. Then ask a finance reviewer to trace each major cost to an activity. Resolve the gaps they identify before submitting. Keep a reusable clean template separate from the final submitted version.

Appendix A Master proposal form

Copy these four pages into a separate working document and expand the response spaces. Replace the prompts with verified information. If a donor provides a required form, use that form instead.

Project identity

Project title: _____

Applicant organisation and legal status where relevant: _____

Location and proposed dates: _____

Authorised contact and contact details: _____

Total cash cost and currency: _____

Funding requested and confirmed cash contribution: _____

Other support proposed or confirmed: _____

Executive summary

In one paragraph, describe the evidenced need, proposed response, intended participants, expected change, duration and request.

_____

_____

_____

Problem and community priorities

Evidence source, date and limitations: _____

Who was consulted and whose perspective remains missing: _____

Existing efforts and coordination needs: _____

Specific conflict or cooperation issue within scope: _____

Objective and logic

By [date], [participants or institution] will [observable change].

Why the activities may contribute and key assumption: _____

Appendix A Delivery and risk plan

Describe what the team will do and who is accountable. Confirm necessary permissions and partner commitments. The tables are working templates and may be expanded.

Participants and inclusion

Intended participants and transparent selection criteria: _____

Access, language, timing and representation arrangements: _____

How participants can decline or raise concerns: _____

Responsibilities and authority

Project lead and supervisor: _____

Partners and confirmed contributions: _____

Permissions needed and current status: _____

Responsibilities outside the project's authority: _____

Activity and output	When	Responsible person
[Preparation and consultation]	[Dates]	[Name or role]
[Delivery activities]	[Dates]	[Name or role]
[Follow-up and review]	[Dates]	[Name or role]

Risk and trigger	Prevention or response	Owner
[Exclusion or unfair selection]	[Action and pause trigger]	[Role]
[Pressure or unsafe participation]	[Action and referral]	[Role]
[Delivery or resource failure]	[Alternative arrangement]	[Role]

Appendix A Budget and funding form

State one currency and pricing date. Attach quotations or another permitted cost basis. Multiply quantity by unit cost, then reconcile total cash costs with the funding request and confirmed cash support.

Cost basis

Currency and date: _____

Tax, exchange-rate and quotation assumptions: _____

Cost item and unit	Quantity	Unit cost	Total
[Preparation days]	[ ]	[ ]	[ ]
[Facilitation sessions]	[ ]	[ ]	[ ]
[Venue sessions]	[ ]	[ ]	[ ]
[Participant access units]	[ ]	[ ]	[ ]
[Materials or joint action]	[ ]	[ ]	[ ]
[Monitoring and reporting days]	[ ]	[ ]	[ ]
[Other justified permitted cost]	[ ]	[ ]	[ ]
TOTAL CASH COST			[ ]

Funding reconciliation

Funding request: _____

Confirmed applicant cash: _____

Confirmed partner cash: _____

Total confirmed and requested cash equals total cash cost: Yes / Revise

Pending support shown separately: _____

In-kind support and valuation basis shown separately: _____

Financial controls

Purchasing approver: _____

Payment officer and independent reviewer: _____

Procurement, evidence and change-approval procedures: _____

Appendix A Results and accountability form

Use definitions that fit the objective. Do not invent baseline values. State how unknown baselines will be established, who will collect information and how it will inform decisions.

Result and indicator	Baseline and target	Source timing and owner
[Output and definition]	[Known baseline or establish by date; target]	[Method, date, role]
[Outcome and definition]	[Known baseline or establish by date; target]	[Method, date, role]
[Unintended effect to watch]	[Trigger requiring review]	[Feedback route and role]

Safeguarding feedback and information

Safeguarding lead, procedures and verified referral contacts: _____

Accessible feedback route and response timeframe: _____

Information needed, access controls and retention: _____

Image, story and publication permissions: _____

Continuation and learning

Responsibilities continuing after funding and accepted owners: _____

Resources or handover arrangements needed: _____

Final review, reporting and learning method: _____

Approval and annexes

Annexes required by the recipient: _____

Prepared by and date: _____

Financial review by and date: _____

Authorised approval or signature and date: _____

Appendix B Worked budget

Fictional figures for the twelve-week example in Appendix C. Currency: Nigerian naira, shown as NGN. These amounts demonstrate calculation only and are not current prices. The example assumes gross cash amounts with no additional tax or charges; replace that assumption with verified treatment for a real proposal.

Cost item	Quantity and unit	Unit cost NGN	Total NGN
Preparatory facilitation	4 days	40,000	160,000
Delivery facilitation	4 sessions	50,000	200,000
Paid venue	2 sessions	30,000	60,000
Participant refreshments	120 servings	2,000	240,000
Participant return transport	120 allowances	2,500	300,000
Learning materials	30 packs	2,000	60,000
Language and access support	4 sessions	20,000	80,000
Joint action information materials	1 package	150,000	150,000
Monitoring and follow-up	4 days	30,000	120,000
Accounts and reporting	2 days	30,000	60,000
TOTAL CASH COST			1,430,000

Funding reconciliation

Funding request NGN 1,250,000 + assumed confirmed applicant cash NGN 180,000 = NGN 1,430,000 total cash cost. Funding gap: NGN 0 in this fictional scenario. No contingency or indirect charge is included. Two donated venue sessions at NGN 30,000 each are NGN 60,000 of additional in-kind support, not cash. Combined resource value is NGN 1,490,000; the cash request remains NGN 1,250,000.

Basis and control notes

Four sessions × thirty participants = 120 servings and 120 return-transport allowances; this is not 120 unique people. Preparation and delivery cover different tasks. Learning packs differ from the joint action’s public booking information. Use current quotations, explain access support, confirm donations and apply the funder’s procurement and approval rules.

Appendix C Worked proposal overview

Entirely fictional example for learning. Names, needs, targets, commitments and prices are illustrative, not evidence about a real community. Adapt only after consultation and approval.

Project summary

The fictional Nuru Community Association proposes Neighbourhood Dialogue and Shared Action, a twelve-week pilot involving thirty adult hall users from two neighbourhoods. Four facilitated sessions will support users and the authorised venue manager to agree and test clearer booking information. The total cash budget is NGN 1,430,000, with NGN 1,250,000 requested and NGN 180,000 in confirmed applicant cash assumed for this example. Two venue sessions valued at NGN 60,000 are assumed donated and are shown separately.

Problem and evidence

In the fictional preparation scenario, user conversations suggest confusion about hall booking and response times. These conversations are preliminary and do not represent all users. Before delivery, the project lead will verify existing rules, review suitable non-sensitive records and consult people who use the hall less frequently. The proposal does not assert that confusion has caused violence or determine any ownership dispute.

Objective and project logic

By week twelve, participants and the manager will have agreed one accessible booking procedure, trialled it for four weeks and reviewed its use. Clearer information and shared review may support more reliable cooperation if the manager has authority to implement the procedure and users can raise concerns safely. If either assumption fails, the team will revise the intervention before proceeding.

Participants and selection

Recruitment will seek thirty adults through open invitations and targeted outreach to underrepresented users. Participation will not determine hall access or other benefits. Language, disability and schedule needs will be checked. The manager's role will be confirmed in writing before it is presented as an actual project commitment.

Appendix C Worked delivery plan

The plan below uses the community dialogue template. It illustrates a bounded activity with clear authority and a small practical action, not a promise to resolve every neighbourhood disagreement.

Activities and schedule

Weeks 1 to 3: verify rules and authority, consult users, establish initial conditions and agree access arrangements. Week 4: session one identifies the specific problem and shared purpose. Week 6: session two develops options. Week 8: session three agrees the trial and responsibilities. Weeks 9 to 12: run the four-week trial. At the end of week 12, session four reviews evidence and decides what to retain.

Outputs and responsibilities

Expected outputs are four facilitated sessions, a draft procedure, accessible booking information, a minimal-information trial log and one review note. The coordinator manages logistics and approvals; a competent facilitator manages discussion; the venue manager authorises operational changes; the finance officer documents expenditure; and a designated reviewer checks monitoring and accounts. In a real proposal, names, competence and commitments must be confirmed.

Inclusion and scope

Selection and venue arrangements will be reviewed with less-visible users. Participants may decline to speak or request a private feedback route. No attendance list or personal complaint will be published. Legal rights, serious allegations and safeguarding concerns are outside the meeting's decision-making scope and will be referred through appropriate established channels.

Risks and responses

If one group controls invitations, the coordinator will reopen outreach before sessions proceed. If participation becomes coercive, the facilitator will pause joint discussion and seek supervision. If the manager cannot authorise the trial, the team will stop the proposed operational change and seek a suitable alternative rather than implying approval. Material budget or schedule changes require the appropriate approval.

Appendix C Worked results and handover

The targets are fictional planning commitments. Actual results would be recorded only after implementation. The budget shown in Appendix B belongs to this example and must be replaced with verified local costs for real use.

Monitoring plan

Output target: four sessions completed with action records and a trial procedure approved within the manager's authority. Count unique participants separately from repeat attendances. Outcome target: during the four-week trial, at least eighty per cent of valid booking requests are processed using the agreed procedure. Define a valid request and a completed process during preparation. Baseline practice is unknown and will be described from an initial record review before the trial.

Evidence and limitations

The manager will keep a minimal log of request date, response date and procedure status, without unnecessary personal details. The monitoring reviewer will check the log weekly and obtain voluntary user feedback at the final session. A small feedback sample cannot represent all residents. Supply of hall space, staff availability and unrelated events may affect results. No claim that violence was prevented will be made from these indicators.

Accountability and learning

The team will publish a contact for questions and a separate route for concerns about the coordinator. The response timeframe and escalation procedure will be explained before participation. After each session, staff will review exclusion, pressure and unintended effects. Necessary adaptations will be recorded with the reason, responsible person and approval.

Handover and financial close

If the trial is accepted, the venue manager will maintain the procedure and name a review date. If it is not accepted, the final note will explain unresolved issues and options without claiming success. The team will reconcile spending, return or handle unused funds under the agreement, retain records according to policy and provide an accessible summary. Continued responsibilities and any donated resources require explicit agreement.

Sources and further reading

These resources support the general planning principles. All proposal language, templates, worksheets, fictional cases and budget figures in this collection are original educational examples. The collection does not reproduce official donor forms or imply institutional endorsement. Sources consulted on 22 October 2026.

[1] International Alert and the Conflict Sensitivity Consortium

How To guide to conflict sensitivity, 2012. Practical background on considering the interaction between an intervention and its context.

https://www.international-alert.org/publications/how-guide-conflict-sensitivity/

[2] United Nations Development Programme

Conflict Sensitivity and Monitoring and Evaluation Toolbox, 2024. Context-specific guidance from Lebanon illustrating why conflict sensitivity belongs in monitoring as well as other project stages. Adapt thoughtfully to other settings.

https://www.undp.org/lebanon/publications/conflict-sensitivity-and-monitoring-and-evaluation-toolbox

[3] United Nations

United Nations Guidance for Effective Mediation, 2012. Background on preparedness, consent, impartiality and inclusivity. A learning resource, not authorisation or a professional credential.

https://peacemaker.un.org/en/documents/united-nations-guidance-effective-mediation

Use current recipient requirements

Before applying, verify the funder’s current form, eligibility, allowable costs, safeguarding requirements, deadlines and approval procedures through its official channels. No funding programme, open call, price or application deadline is promised by this collection.

Turn community priorities into practical proposals

Develop clear, realistic proposals for community peace projects. This collection offers adaptable templates for dialogue, youth cooperation, interfaith engagement, women's participation, schools, shared spaces and other locally led initiatives.

Includes a reusable proposal framework, twelve project templates, budget tools, monitoring worksheets and a worked example to help you plan with clarity and accountability.

About the Author

Korede Olafimihan

Korede Olafimihan has worked with several non-governmental organisations. His interest in community engagement and cooperation informs this practical resource for people designing peacebuilding and development initiatives.



Listen locally. Plan carefully. Build together.