



ASSOCIATION OF NEPALI TERAIAN IN AMERICA
For Teraiian Identity, Integration and Empowerment

ASSOCIATION OF NEPALI TERAIAN IN AMERICA (ANTA)
PROJECT PROPOSAL POLICIES AND PROCEDURE GUIDELINES

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ASSOCIATION OF NEPALI TERAIAN IN AMERICA
For Teraian Identity, Integration and Empowerment

Introduction:

About Association of Nepali Teraian in America (ANTA):

ANTA is a non-profit and non-political organization aiming to promote advancement and awareness of the Teraian's Identity, Linguistic and Cultural heritage, and facilitate close ties, cooperation and networking among Nepali Teraians in North America. It also promotes cooperation and strengthens ties with other Nepali Organizations in North America. ANTA has been actively conducting socio/economic related activities such as scholarship program, awareness program, library construction and others. ANTA has been conducting such programs through ANTA members and various organizations, and to expedite further, would like to have more proposals to work together in these areas from individuals/groups/organization.

Part I: Proposal Preparation & Submission Guidelines

(A) Format of the proposal

A collaborative proposal from an organization/individual /groups will be invited two times a year in accordance with ANTA objective to fulfill its goals. A collaborative project means the project proposed by organization/individual /groups must be associated with ANTA. Project application by an individual/organization/groups who may directly or indirectly cause conflict or dilution to the goal and purpose of ANTA and its CEC's long term values should NOT be considered. A full proposal will be required to submit before deadline for each proposal term. A full proposal submitted must contain the following sections.

Proposal contents:

1. Information About Project Manager/ and other team members/ organization
2. Title of Proposal
3. Objectives
4. Project Long/Short term (purpose/visions/goals)
5. Project Duration/time line
6. Demographic and other related prior studies (What are the demographic characteristics and size of the target beneficiary population? What, if anything, distinguishes them from others in the location?)



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For example:- Number of children going to school, and major source of income, condition of the households, level of education, means of transportation and access of roads, school, college etc.

7. Budget details (please also include other possible sources and breakdown; also mention expected budget from ANTA). Please also mention the possible sources of sponsorship under ANTA for conducting this project.

8. Please indicate the amount needed at the start of the project (i. e., like 10% or 20% or some other number).

9. Participation (please also include all other parties/organization who will participate or be involved)

(Please briefly mention how you want to participate ANTA in this project)

10. Possible and targeted Outcome of the project anticipated tangible socio-economic and other benefits, long term/Short term)

11. Impact (A result or effect that is caused by or attributable to a project. Impact is often used to refer to higher level effects of a project that occur in the medium or long-term, and can be intended or unintended and positive or negative).

(B) When to Submit Proposals

ANTA invites a full proposal from interested collaborators in the month of May and November. All applications received before deadlines will be given full consideration.

Deadline for May proposal: May 31st by 11:59 PM (EST)

Deadline for November proposal: November 30th by 11:59 PM (EST).

(C) How to Submit Proposals

A full proposal can be sent via email to ANTA project committee (antaprojectcommitte@gmail.com) or also can be uploaded to ANTA website (www.terai.org) under project committee tab.

Note:- Upload option will be available upon updating website.

(D) Proposal Processing and Review

Received proposals will be reviewed by a review panel and evaluation will be done on the basis of merit of the proposal. Final decisions will be made within time frame of four months after deadlines of proposal.

Part II: Proposal & Administration Guidelines

(A) Proposal decision



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A formal decision letter will be sent via email with all the details within timeline of 4 months after deadlines of each proposal term. The final decision time may vary based on the circumstances.

(B) Signing Memorandum of Understanding (MOU)

A MOU will be signed between ANTA and a proposal collaborator.

(C) Proposal Periods

Proposal period is the period of time between the start date and the end date of Project. Start and End dates will be specified in notice.

(D) Monitoring Project Performance

A collaborator who receives support from ANTA to conduct project has full responsibility for the conduct of the project or activity supported under MOU. The organization (ANTA) should monitor the performance of the project to assure adherence to performance goals, time schedules or other requirements as appropriate to the project. Organizational reviews are intended to help assure that expenditures are allowable, necessary and reasonable for the conduct of the project, and that the proposed action:

- (i) is consistent with proposal terms and conditions;
- (ii) is consistent with ANTA and proposed project policies;
- (iii) represents effective utilization of resources

(E) Changes in Project Direction or Management

Objectives of the project stated in the proposal or agreed modifications thereto should not be changed without prior ANTA approval. Such changes must be proposed electronically to ANTA by the Project Manager of the proposal. [Any change in the direction of project should be officially sent to the entire project committee and CEC and should be approved on a no objection basis. No telephonic approval will be considered valid.]

(F) Reporting Requirements Progress report

ANTA would like to receive quarterly, annual, and final project reports mandatorily from the collaborator of project. All communications on the progress should be received in written form and no telephonic approval/update of the progress will be valid.

(G) The Continuation of Ongoing Projects



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The ongoing projects' report card should be submitted to ANTA twice a year which have been launched in the previous ANTA Executive Committee. This way, we have funds available to continue between ANTA Executive committees.

(H) Additional Funding Support, Renewal Proposals

Additional funding may be considered if project is progressing well and requires additional resource to complete the project. This needs to be discussed among ANTA EC and project committee.

(I) Project Outcomes Report for the General Public

Within two months following successful completion of the project, a project outcomes report for the general public must be submitted electronically. This report serves as a brief summary, prepared specifically for the public, of the nature and outcomes of the project. This report will be posted electronically by ANTA on ANTA website. All ongoing and completed projects should be listed on the ANTA website with the dates and their status for the information of ANTA members.

(J) Proposal Administration Disputes and Misconduct

A project may be terminated if collaborator fails to comply with the terms and conditions of the proposal or MOU.