

# Writing a Proposal to the FIG Foundation

Before you begin, familiarise yourself with the objectives of the FIG Foundation and read up on writing a good grant proposal. For example, search the web on Writing a good Grant / Research Proposal or Grantsmanship. Read up on proposal writing tips and on project budgeting. Research project planning and design tools such as the Logical Framework Matrix may also prove useful. Ensure that you read good quality works such as published books and refereed journal papers on the topic. Furthermore, ensure that you read works which are relevant to the project you are proposing to do, which cover both the philosophical and methodological dimensions to the study. For instance in a land tenure related project, are you intending to use qualitative, quantitative or mixed methods approaches?

## Proposal Requirements

A proposal to the FIG foundation should be a maximum of five A4/letter single spaced pages using the Times New Roman font, 12 point. Proposals that go beyond this length will not be accepted.

A separate two page budget and justification for the budget should be submitted.

## Proposal Content

The following are the suggested sections to your proposal. Your proposal will be more easily reviewed if you use these headings.

### SUMMARY

This should be no more than half a page. It should be written in layman's English and suitable for the FIG to use as a press release. It should also reflect what you have proposed to do. Spend a lot of time on this section. If the summary is poorly written, the chances are reviewers will reject your proposal. Briefly describe the project design and the methods you are going to use. Communicate why this project is special and worth supporting.

### INTRODUCTION/ CONTEXT

This is a brief overview of what you are proposing to do. Cresswell (2009)<sup>1</sup> advocates a model for the introduction which dedicates a paragraph to each of the following:

1. Research problem; briefly, describe the problem to be addressed or the situation to be improved.
2. Previous studies or work that have attempted to address the problem.
3. Deficiencies or gaps in these studies.

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<sup>1</sup> Cresswell J W 2009. Research Design: Qualitative, quantitative and Mixed method approaches. 3<sup>rd</sup> Edition. Sage.

4. The significance of the proposed work for particular audiences, especially the audiences which FIG serves.
5. A summary purpose statement.

Describe your progress on the research/project to date and reference any publications relating to the work.

Remember this is only the introduction, so keep it short. You should expand on the above in the sections that follow.

### **OBJECTIVE OR PURPOSE**

What is the contribution of the work for which you are requesting funding? How does this project contribute to knowledge or how will it improve the lives of people. That said your objectives need to be specific and focussed, but framed within the context of the outcome of the work.

Note that a set of activities that you propose to undertake to achieve your objective(s) / purposes do not constitute the objective; they should be included in the method section.

### **LITERATURE REVIEW / REVIEW OF PREVIOUS WORK**

Briefly describe the previous work that has been done in this area and the different theories, arguments and contradictions that exist. Where does your work fit in? What gaps are you going to fill by doing this work?

Flowing from the literature review / review of previous work, what is the theoretical basis for your work? If there are hypotheses to be stated or argued, this is where they should be placed.

### **METHODOLOGY AND METHOD**

Describe in detail the activities you are going to perform to achieve the goals and objectives that you stated earlier. Be specific. Try to match your activities to particular objectives that you stated.

Provide a work plan at the end.

### **SIGNIFICANCE OF THE WORK**

Why is this project worth doing? Elaborate on what you have said in the introduction.

## **TRAINING OF PERSONNEL**

Describe who will be educated and/or trained as part of this work.

## **ETHICS**

Describe any ethical issues which may arise from this work and how you propose to address them. If applicable, it is preferable that you have ethics clearance from your own institution to do the work before you apply to FIG.

## **REFERENCES**

Provide references for articles actually cited in the work. Use the Harvard method of referencing using the format required for papers submitted to FIG conferences.

## **BUDGET**

Provide a one page budget for the money you are requesting from the FIG Foundation plus an overall budget for the project reflecting other sources of income.

## **JUSTIFICATION FOR BUDGET**

In a separate document, provide a justification for your budget.

Suggested headings are:

Salaries and benefits

Equipment

Materials and Supplies

Travel

Dissemination of Results

Relationship to Other Support for this Project