

Title: Proposal writing

Purpose: To help school by writing Fund raising proposals to avail CSR funds for school resource requirements

Location:

1. Meeting with Bright Future Representative in Kurla to understand the context of capacity building of school
2. Meetings at Chembur (Address: Ambedkar High school, Chembur Railway Station Access, Chembur (W), BMC Colony, Chedda Nagar, PI Lokhande Road, Chembur East)
3. Proposal Writing- Work from Home

Background: Bright Future works with low income schools in Mumbai through its Step to Livelihood program for building capacity of students from 8th to 10th grades in the area of Life Skills and Career Development for enabling the students to take informed decisions about education and career. We work with the School Principals and teachers as well to make the learning environment in school more conducive for students. As a lot of these schools are not well funded and do not have the right skills and ability to raise these resources they are not able to take the steps towards making the schools more conducive. Bright Future aims to support the schools in building their capacity to raise funds on their own for having the required resources in place.

Key responsibilities:

1. To meet the School Principal and identify urgent resource needs of school through interview. (Information relating to School needed for writing Proposal will be provided by the School)
2. To prepare the draft of Fundraising proposal (format can be mutually decided by Bright Future and volunteer), take feedback from school and Bright Future team, incorporate changes and prepare the final Proposal.

Time duration:

15 - 20 hours (Includes meeting with Bright Future Representative for 2 hours,

1 - 2 hour meetings (Twice) with the School Principal (Fixed as per mutual availability)
8 to 10 hours for proposal writing process)

Time Commitment: To be completed in 1 month (starting from the date of first meeting at School)

Skills and Experience Required:

1. Experience of writing fundraising proposals
2. Ability to probe and identify needs