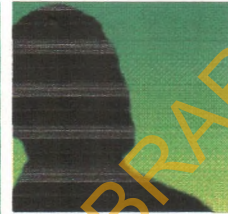


Vol 5, No 1, June 2015

International Journal Of Multi-Disciplinary Studies And Sport Research (IJMSRE)

*A Journal of Studies in the Humanities,
Sports and Human Development*



•• Published By:

International Center for Professional
Advancement (ICPA)

At 25, Tonmead Road Northampton,
Northamptonshire Nn3 8HX United Kingdom.

In Collaboration With

AFRICA SPORT RESEARCH NETWORK

Department of Health Physical Education Recreation & Sport
University of Education Winneba, Ghana.

EDITORIAL

International Journal of Multi - Disciplinary Studies and Sports Research (IJMSRE) is a multi- disciplinary bi-lingual journal that publishes peer review articles on issues of general concern to human development and sports research.

Well researched articles covering research reports, position papers policy impact assessment received from academics found publishable in the Journal are included in this edition of the Journal. In all, Forty (40) articles were received and only Twenty Nine (29) articles scaled the editorial hurdle in the Volume 5, Number 1, June 2015 Publication.

I acknowledge the work of Editors involved in the rigorous process of peer assessment of articles and congratulate contributors whose articles are published in this edition. Of concern is the growing number of articles failing peer reviews judging from the last edition. I use this opportunity to appeal to academics submitting articles to update their knowledge and understanding of research methodology and the process of article submission to this Journal. The guidelines for submission of manuscripts and general operations of the journal as approved are published in this edition. I enjoin all, to please follow the guidelines strictly as articles that fall short of expectation of the approved guidelines shall not be assessed.



Professor Oluwaseun O. Omotayo

Editor-In-Chief

● Contents	● Page(s)
● Corporate Objective As Predictors Of Sports Sponsorship Management In Selected Organisations In South-South, Nigeria	679 - 688
● Post Exercise Response Of Stroke Patient To 8 Week Aerobic Exercise Programme	689 - 700
● Assessment of Feecal Sludge Disposal Methods and its Eco-Sanitation in Ijebu-Ode Metropolis, Ogun State	701 - 708
● Health Implications Of Industrial Hazards On The Inhabitants Of Port Harcourt Metropolis, Rivers State, Nigeria	709 - 717
● Cultural Taboos about Diet: Implications for Healthy Living of pregnant women in Ijebu-Ode LGA of Ogun State, Nigeria.	718 - 730
● Assessment Of Predictors Of Cholera Outbreak Among Inhabitants Of Ibadan Northwest Local Government Area Of Oyo State	731 - 741
● Gender-Related Difference In Burnout Among Individual Sport Athletes Of Oyo State	742 - 749
● Evaluation of environmental radiation levels at Three selected Mine Tunnels in Ekiti State, Southwestern Nigeria	750 - 762
● Motivating Nigeria Youth For Active Participation In Recreational Activities	763 - 768
● Evaluation of the Impact of Local Anesthesia in the Management of Dental Problems in some selected dental Centres in Lagos State, Nigeria.	769 - 775
● Essentials of Project Proposal Writing in Librarianship	776 - 787
● Phonological Simplifications in Nigerian English: A Study of final Year Students of Niger Delta University	788 - 801
● Socializing The Citizenry Through Creative Writing: A Pave For Conflict Resolution In Nigeria	802 - 807
● The Acceptance And Utilization Of Modern Family Planning Methods Among Women Of Reproductive Age Group In Abeokuta North Local Government Area Of Ogun State, Nigeria	808 - 812
● Influence Of Academic Pursuits And Financial Constraints In The Management Of Stress Among The Undergraduate Students	813 - 821

● Contents	● Page(s)
● Healthful School Environment As Determinant Of Junior Secondary School Students' Hygiene Behaviour In Afijio Local Government Area Of Oyo State, Nigeria	822 - 830
● Physical Activity Adherence Among Academic And Non-Academic Staff Of Federal College Of Education (Special), Oyo	831 - 837
● Health Promotion And Education: An Essential Tool For Propagating Healthful Living In The Society.	838 - 844
● Influence of Sports on Social and Emotional Health of Secondary School Students, Atiba Local Government Area, Oyo State	845 - 852
● Environmental Health Education: Strategies for Promoting Healthful living in our Surroundings	853 - 858
● Roles of Sport Administrator in the Precautionary Management of Ebola VHF during Collegiate Sports in Nigeria	859 - 866
● Factors Determining Child Abuse And Neglect Among Inhabitants Of Ikire In Irewole Local Government Area Of Osun State	867 - 876
● Sensitizing School Adolescents On The Health Consequences Of Eating Disorder	877 - 887
● Impact of Jigsaw Cooperative Learning Strategy On Secondary School Students' Learning Outcomes In English Grammar	888 - 895
● National Library Of Nigeria: Historical Background, Functions And Services	896 - 901
● Physical Exercise: A Panacea To Achieving Optimal Healthful Living	902 - 910
● Relevance Of Hygiene, Sanitation And Water Supply To Public Health And Healthful Living	911 - 918
● Opinion of PE Teachers on Factors Influencing Integration of PE Into Primary Education Curriculum in Oyo State	919 - 929
● Physical Conditioning: A Panacea for Healthy Living	930 - 936

ESSENTIALS OF PROJECT PROPOSAL WRITING IN LIBRARIANSHIP

***Christopher Olumuyiwa OLA**

*Kenneth Dike Library
University of Ibadan, Ibadan
Oyo State, Nigeria.
Email: co.ola@ui.edu.ng*

**Ola is the Reference Librarian in Kenneth Dike Library, University of Ibadan, Ibadan, Nigeria.*

Abstract

This paper focuses on the essentials of project proposal writing in librarianship. Librarianship is basically service-oriented and mostly non-for-profit. Their needs are enormous as they thrive to provide services to their teeming users with the limited resources available to them. In doing this, they approach funding organizations, foundations and government agencies for support. As there are many contending libraries and organizations competing for scarce grants, the skills in writing project proposals become very important when sourcing for support to execute library projects. The paper discusses projects and the development of library and information services; the general guidelines for proposal writing; the structure and contents of project proposals; project details and descriptions; the budget contents and; the organizational information. In all these, attention is drawn to the salient ingredients that make project proposals attractive to potential funding organizations.

Keywords: Project proposal writing, foundations, funding organizations, grants, libraries.

Introduction

This paper addresses two dimensions of project proposal writing in librarianship. The two dimensions are actually the perspectives through which the subject of proposal writing can be viewed. They are: the guidelines or tenets to be followed in proposal writing, and the elements or contents of project proposal itself. Whereas, the first part deals with how a project proposal should be written, the other details out the structure of the project proposal. A project proposal is a document that is written with the specific purpose of conveying to someone that, a project can and should be completed. Whatever the subject / topic, the intension of any project proposal is to persuade the recipient into accepting to support a project. Although there is no universal format for project proposal presentation, many elements in the proposal are important and mandatory for inclusion. The National Science Foundation (2004) describes a project proposal as some sort of plan for a needed action. It may be used to obtain a Federal government grant or to convince a board of directors to fund a new initiative.

A good project proposal should have three (3) basic ingredients: conceptual innovation, methodological rigor and rich, substantive content. It must be viable, persuasive and logical. It should consist of several sections, perhaps including an executive summary, a description of problem or goal, a history or background of existing conditions, a research review, and so on. It is a process of planning and research on, outreach to, and cultivation of potential foundation and

corporate donors. It is grounded in the conviction that, a partnership should develop between a non-profit organization and the donor. This is necessary because, non-profit organizations often have the vision to execute effective projects, but not the financial resources to carry it out. Conversely, a foundation or corporation has no value until it is attached to solid projects or programmes in the non-profit organization sector (National Science Foundation, 2004; Corvelay, 2012). Indeed, they usually have special votes specified for projects that promote their missions that, they must give out to non-profit organizations on annual basis. This is a kind of partnership. The non-profit organizations have the ideas and the capacity to solve problems but no money to implement them. The foundations and corporations have the financial resources, but not the other resources needed to create programmes. When the non-profit organizations and the foundations/corporations are brought together in an effective union, it results in a dynamic collaboration. In the field of Library and Information Science, sponsorships of projects and programmes by donors agencies resulting from good proposals have led to tremendous benefits and development in the profession.

Projects and the Development of Library and Information Services

There are many foundations and organizations that support programmes and projects to promote library and information services. These supports have led to the improvement of library and information services not only in the developed, but also in the developing world. These organizations include the following: International Federation of Library Associations and Institutes (IFLA), United States Information Services (USIS), Association for Library and Information Science Education (ALISE), Bill and Melinda Gates Foundation, MacArthur Foundation, Open Society Initiative for West Africa (OSIWA), British Council, Ford Foundation, Council on Library and Information Resources, Engineering Information Foundation, Soros Foundations Network, US-Mexico Fund for Culture, Fulbright Programme, Elsevier Foundation, Rockefeller Foundation, Library and Information Commission, Library Programmes of the Open Society Institute, Rotary Foundation, French Institute for Research in Africa (IFRA), among a host of others.

Although the organizations and foundations have different missions, they support and promote the development of library and information services in many and diverse ways. Some are into training and capacity building, information and communications technology, information provision, access creation to literature in various disciplines, library architecture and infrastructure, open access initiative, conservation and preservation, information literacy and user education, school librarianship, security and safety, among other support missions and agenda. They have intervened and positively impacted on library and information service delivery terrain in an unquantifiable measure. It is pertinent to note that, the project support grants they offered had made a lot of positive difference in the development of library and information service profession. The Elsevier Foundation, for instance, supports the efforts of libraries to enhance the quality of life in developing countries by advancing knowledge in sciences, the social sciences, technology and medicine. In project proposal writing, there are ground rules that cut across all sorts of proposal design to be presented to foundations and other donor agencies. These rules are as fundamental as the structure or elements to be addressed in

the project proposals. The combination of a good proposal and the contents constitute a successful project proposal.

General Guidelines for Project Proposal Writing

Project proposal writing has different stages. The stages include the following conceptualization and planning, the writing and packaging, and the presentation and delivery. Every stage has its peculiarities. The stages are not sharply divided. They are interwoven and roll from one to another, so, the guidelines may not be strictly delineated, but could be considered together. In almost every field from education to business, to non-profit management, written proposals are often a job requirement. Decision-makers need clear explanation of why one's organization is better than others (Hamlin, 1999). Writing an effective proposal can help acquire the funding and support for a project; a poorly written proposal could also lead to rejection even when the idea is solid. According to Carpenter (2008), the projects proposed must be realistic and feasible because, library managers and staff will be required to deliver their projects on time and in budget. If managers get the planning wrong at the project proposal stage, the consequences for implementation can be difficult to overcome. It is good for one to be clear on the proposal guidelines and deadlines. It is advisable to conduct a thorough research before beginning the proposal. The audience should be well understood and their interests in terms of what they desire should be taken into consideration. There is the step-by-step process in project proposal writing that generally involve, but not limited to the following:

- Carrying out organizational audit to know one's organization and get familiar with its needs. What are the library's strength and weaknesses? What are the programmes' need in the library? What is the mission and what are the goals and objectives of the library? Answers to these queries would enable the writer to be familiar with the library / organization and know what is suitable for it.
- Brainstorming on what the library / organization wants to achieve. What things should the library do to accomplish its mission? A documentation of the needs of the library should be done and then determine which of them would best be of benefit to the library in terms of meeting its goals and objectives and enhancing its mission? Prioritize and figure out which of them could be achieved because there is no point applying for a grant that, when awarded, the project would not be accomplished due to the fact that, the institution is not in support.
- Considering ways to accomplish the library goals and figure out the various ways to get the library where it should be, then compile a list of these possibilities.
- Beginning a search for the granting organizations, this could be done through the Foundation Centre, or the Federal Register (for libraries abroad). Has the library / organization been awarded similar project grants before? Have any other known libraries / organizations gotten support from such a foundation or government agency before? It is expedient to research these possibilities in order to gather as much background information as possible about the potential donor agency before approaching them for support (Hamlin, 1999).

- Finding out the financial profile of the potential funding organization through annual reports. Learn about what projects and organizations they have funded in the past and get familiar with their missions.
- Approaching a granting organization. This may require a letter of interest for foundations while government agencies may simply post the necessary paperwork on their websites. The organizations could be contacted for clarifications of things not clear.
- Following the laid down instructions by the granting organizations for proposal writing and / or presentation.
- Keeping the project proposal simple. The audience may not be experts on the subject of the proposal. It is necessary to communicate to them in the way they will understand. Use clear, concise language and support claims made with as much evidence as possible. Provide clear evidence that, the issues at hand and what needs to be accomplished are well understood. There should be clarity in writing the proposal. The recipients should not be left guessing at any point in the proposal. Try to convince the readers. The language should be simple and easy-to-understand. Avoid ambiguous language. Make the proposal reader-friendly and provide them with good clear ideas why they should agree with it. Use short paragraphs and succinct sentences that are neither too short nor too long (Hanson, 1999).
- Researching the other possible alternatives to your proposal and be prepared to answer queries on the proposal. While avoiding details of other alternative solutions, carefully present your solution such that, it is clear that the ideas are better than others.
- Providing specific information regarding budget deadlines and work teams. A breakdown of how money would be spent should be detailed out.
- Editing for typographical and grammatical errors, and consistent tone. Carefully edit and proofread the proposal. It is best to have several people with good editing skills. Look at it and ensure that nothing is missing.
- Formatting the project proposal following the instructions of the organization to which the proposal is directed and make it as attractive as possible.
- Ensuring consistency and avoid discrepancies in the project proposal. The different parts of the proposal should agree / tally. Show that, the project has appealed to a large population of beneficiaries.
- Ensuring that, funds' availability should not drive the projects / programmes in the library. It should always be the library's mission that should guide and propel the type of funds to be applied for, otherwise, outside organizations may start to determine the direction of the library. The project proposal should be an accurate reflection of the library's mission (Geever, 2007).
- Noting that, the key factors for having a successful project proposal is having a good project; a good match with the funding organization; a well thought-out approach; and a well-written proposal (Geever, 2007).

The general guidelines are not by any means exhaustive and they are not rigid rules, that, must be adhered to strictly as rendered in this paper. It is however important that, we take steps that will give the project proposal we write an edge over others. Thus, depending on the funding or

donor organizations, most of (if not all) the items in the guidelines enumerated above should be taken into consideration before and when writing project proposals. There is no mandatory structure or formula in Library and Information Science. In fact, the structures of proposals are as varied as the interests of the granting organizations. Project proposals request funds for a myriad of needs, but good project proposals generally include similar elements.

The Structure / Content of Project Proposals in Librarianship

Project proposal is a tool and not a goal. It is one of the numerous actions that form a logical sequence of events usually referred to as the 'project cycle'. The project proposal is a detailed and direct manifestation of the 'project design', which according to Nebium (2004) is a means of presenting the project to the outside world in a format that is immediately recognized and accepted. It is a detailed description of a series of activities aimed at solving a certain problem. It is an explanation of the justification of the project; the activities and timelines for implementation; methodology; and human and financial resources required. Project design is a phase in the project cycle. It consists of project planning (conceptual / formulation of project elements) and project proposal writing (converting the plan into a project document). Issues of planning have been addressed above under general guidelines for project proposal writing. The structure / elements of project proposals are determined by the nature of the project as well as the funding agency's requirements. The structure includes the following:

Project Title /Cover Page: When writing the project title or cover page of a proposal, it is advisable to find out the style preferences of the organization to which proposal is being forwarded, we should ensure that, we follow the specifications of the organization, the cover page usually contain the signatures of key officers of the originating organization / library. All collaborating groups or organizations should also be indicated on the cover page (Thackrey, 2011). The page should be neat, concise and impressive without being extravagant, gorgeous or expensive so as not to send wrong signals that the people seeking funding supports are spendthrifts that could be careless with funds. The title should be unambiguous, clear and not verbose or unnecessarily wordy. Irrelevant and / or redundant words should be avoided. It should however capture the key words that indicate what the proposal is about. The title should be clear and should reflect the focus of the proposal. In essence, the cover page should capture the project title, name of lead organizations (and potential partners, if any), the place of project preparation and the donor agency to which the proposal is being directed. The project title should be short and concise.

Project Overview: This is like the abstract to the proposal. It is like the executive brief / summary meant for very busy officers who may not have the time to go through the whole proposal, but who should be able to get all the important points of the proposal. It is the project overview that should be expanded in the main project proposal. It is a framework of the proposal. It provides the recipient with a snapshot of what is to follow. It summarizes all of the key information and is a sales document designed to convince the reader that this project should be considered for support. The overview should be indicative of how the proposal fits into the mandates or objectives of the organization to which the proposal is being prepared. Levine,

(2013) advised "Use the project overview to begin to show your knowledge of the organization from which you are requesting funds. Key concerns of the funding organization can be briefly identified in relation to your proposed project." It should contain the problem statement, the project objectives, implementing organizations, key project activities and with the total project budget.

In case there are collaborative organizations with which one's library is teaming-up on the project, then, their interests should also be highlighted in order to strengthen the proposal. It is important to put the reviewer in mind when preparing the project overview. We should try to impress him/her from the beginning so that, he does not get disinterested in the subject. We should avoid giving wrong impressions. We should be direct to the point. The ideas should be original, focussed and backed with relevant experience. We should ensure that, the overview is the last piece to be written but should be inserted in the beginning of the proposal. This is to ensure that, we do not miss out very important point.

Background Information/Statement of the Problem: In project proposal writing, we should show that, we are familiar with the subject of the proposal. We should show the funding agency that we know what we are proposing and that we are knowledgeable enough to carry out the project being proposed. This can be done by citing previous projects and studies in the area we are proposing. We should be lucid in language usage such that we should avoid jargons, abbreviations, colloquial and confusing expressions. We should position the project in relation to others. This has to do with putting the project in context, which also describes the social, economic, political and cultural background from which the project is initiated. It should contain relevant data from research / visibility study carried out in the project planning stage or collected from other sources. Supporting documents should be placed as annexure (Geever, 2007).

Problem statement is some kinds of justification or rationale for proposing the project. It provides a description of the specific problem(s) the project is trying to solve in order to make a case for the project. The project proposal points out if a certain issue is a menace that requires fixing in a library or organization. The statement of problem is about showing the necessity for the project proposed and the need for it to be funded. The problem is the basis for the project. The problems we want to address should be itemized and we should state that we know that the solutions fall within the purview of the organization we are proposing to support. It should be shown how the solution of the problem we are trying to address will advance the goals and objectives of the organization we are approaching for support. In this regard, the funding agency should be seen as a partner.

It is essential to do a need assessment which should be reported in the project proposal. The need assessment may be a survey or focus group as a step taken before the project paper. Then, if there are unique reasons why the library is suited for the project, it should be so stated. This may have to do with geographical location, language, proximity, others. The statement of need will enable the recipient to learn more about the issues. It presents the facts and evidence that support the need for the project and establishes that, the library understands the problems and therefore

can reasonably address them. Assemble all the arguments in support of the claim and present them in a logical sequence that will readily convince the recipient of their importance. The information presented should be accurate, correct and not out-of-date. Ensure that, the picture painted is not too grim that, the solution appears hopeless so that the funder does not begin to wonder whether an investment in such project will not be futile. Avoid being critical of competitors because it may not be well received by the funding organizations or it might even boomerang!

Project Details/Description

This section of the project proposal should encompass objectives, methods, staffing/administration, evaluation and sustainability. The five subsections present an interlocking picture of the total project.

Project Goals and Objectives: Goals and objectives are not the same and both should be carefully differentiated. Goals are conceptual and more abstract than objectives which are the measurable outcomes of the project. The goal is the general aim that explains what the core problem is. It is the long term benefit of the project. Objectives are tangible, specific, concrete, measurable and achievable in a specified time period. Levine (2013) stated that

goals are the large statements of what you want to accomplish but usually are not measurable. They create the setting for what you are proposing. Objectives are operational, they tell specific things you will be accomplishing in your project, and are very measurable.

The objectives are the basis for the activities of the project and they form the basis for the evaluation of the project. The objectives should address the core problem in terms of the benefits to be received by the project beneficiaries as a direct result of the project. The objectives provide more detailed breakdown of the project goal. A project will most likely have multiple objectives. So, *ab initio*, measurable objectives and not abstract ideas should be presented. We should be certain that the objectives are presented very clearly ensuring that, they do not become lost in verbiage. We should also be realistic in setting the objectives such that all claims will be deliverable having in mind that, the recipients of the project proposal will require a final report that the objectives have been accomplished.

Methods: The project proposal should establish clear link between the methods adopted and the objectives that have been set. The fulfilment of the objectives of the project is premised on the methods used. The methods describe the specific activities that would take place to achieve the objectives. These activities could be seen from the perspectives of the 'how', 'when' and 'why'. 'How' is the detailed description of what will occur from the time the project begins until completion. The methods should match the previously stated objectives. 'When' deals with the timetable and provides another summary of the project that supports the other methods. It presents the order and timing for the tasks. 'Why' deals with the justification of the methods adopted especially when they are new, and unorthodox. Why will the planned work most

effectively lead to the anticipated outcomes? The answer may include using expert testimony and examples of other projects that work. Unique or innovative methods are usually of great appeal in project proposals. It should be shown how the methods will be advantageous to the recipients. The methods should clearly indicate how the outcomes of the proposed project will have value for others beyond the project. The methods enable the recipient of the project proposal to visualize the implementation of the project. The recipients should be convinced that, the library knows what it is doing, thereby establishing its credibility.

Staffing/Administration: A brief description should be given of the project personnel and the individual roles each one has assumed to play. Staffing refers to volunteers and / or to consultants as well as to paid staff. Describing tasks that volunteers will undertake can be most helpful to the recipients, as such, information underscores the value added by the volunteers as well as the cost-effectiveness of the project. The number of staff, their qualifications and specific assignments should be enumerated. The *resume* of individual staff to be involved in the project should be included either as part of the body of the project or in the appendix depending on the length and importance of the information. Salary and project costs are affected by the qualifications of the staff. Delineate the practical experience required for the key staff, as well as level of expertise and educational background. If an individual has already been selected to direct the project, summarize his / her credentials and include a brief bibliographical sketch of him / her in the appendix. A strong project director can help influence a grant decision. Describe the plans for administering the project. This is especially important in a large operation, if more than one agency is collaborating on the project, or if a fiscal agent is being used. It needs to be crystal clear who is responsible for financial management, project outcomes, and reporting.

Evaluation: This is necessary for accountability and feedback. An evaluation plan should not be considered only after the completion of the project; it should be built as an ongoing process in the proposal. The inclusion of an evaluation plan in the proposal is indicative of the fact that, the objectives are taken seriously and the preparedness of the library to show the progress made from time to time on the project. Evaluation is a sound management tool. It helps to refine and improve the programme. It is also a way of building confidence in the library's ability to complete the project effectively. It gives a statement on what form the final project will take and who will evaluate it and with what criteria it would be evaluated. The schedule of project progress and financial report could be set in the project proposal. Often, these obligations are determined by standard requirements of the donor agency. There are several types of formal evaluation. One measures the product; others analyze the process and / or strategies adopted. Most seek to determine the impact made and the measurable outcomes of the grant project. The approach chosen depends on the nature of the project and its objectives. Whatever form the evaluation takes, a description of the manner in which evaluation will be collected and how data will be analyzed should be made. Most sound evaluation plans include both qualitative and quantitative data. It is necessary to present the plan for how the evaluation and its results will be reported and the audience to which it will be directed. Some funders allow the cost of evaluation to be included as part of the project budget.

Sustainability: This has to do with how the project can be sustained. The library or grant-seeker will be expected to demonstrate in very concrete ways the long-term financial viability of the project to be funded. Most foundations will definitely not want to take on a permanent funding commitment to a particular project. Evidence of fiscal sustainability is a highly sought-after characteristic of the successful project proposal. It is advisable to be very specific about current and projected funding streams of the library including earned income, fund raised and the financial support base.

The Budget

Budget is an itemized summary of an organization's expected income and expenses over a specified period of time. Budgeting and financial planning procedures vary widely, especially in the non-profit sector. It is nevertheless essential that, financial officers comply clearly and punctually with a funding organization's budgeting and reporting requirements. The two elements of any budget are income and expenditures. Income (revenue) is the amount of financial assets and in-kind contributions used as sources of support for the project. If the funding source is unique, the income side of the budget may not be shown. However, many projects have more than one source of support. The income side should show the share of contributions of each of these sources. Expenditures (expenses / costs) are all the costs that are anticipated to occur during the project's implementation. Regardless of the calculation and classification criteria used, the project costs should present a reasonable reflection of the activities presented in the project proposal. The categories should be broken down to greater details where necessary. A projection of the specific amounts of time needed at different phases of project implementation, represents a basis for calculating the spending dynamics at different parts of the project. Budget categories classify expenditure into smaller groups according to a certain criteria. This is to monitor spending and ensure compliance with the plan. The two main costs are as follow: the direct costs associated with a certain activity (organising a workshop) and operational costs related to internal activities of an organization which are considered fixed costs in the short term (staff salaries, rent, utilities) (Reid, 1998).

Information on the means necessary to undertake the project is referred to as resource plan which are costs categories that are established in order to aggregate and summarize the cost information for budgeting. A list of all personnel and non-personnel items related to the operation of the project should be made. It should be sure that a list of not only the new costs that will be incurred if the project is funded but also any ongoing expenses for items that will be allocated to the project be made. An estimate of the proportions of the library's ongoing expenses that should be charged to the project and any new costs, such as salaries for project personnel not yet hired should be made. Ensure that all budget items and the calculations made are summarized on worksheets. This will help document how the figures are derived. The worksheets can be useful in developing the proposal and discussing with the funders. They are also a valuable tool for monitoring the project and reporting after completion. For most projects, costs should be grouped into subcategories, selected to reflect the critical areas of expense. All significant costs should be broken out within the subcategories. The expense budget should be broken into personnel and non-personnel costs. The personnel subcategories can capture salaries, benefits,

and consultants. The subcategories under non-personnel may include travel, equipment, and printing, for instance; Budget narratives should be used to explain any unusual line items in the budget. If costs are straightforward and the numbers tell the story clearly, explanations are not needed.

Organizational Information and Conclusion

Facts about the library or organization should be rendered here through an outline of the profile of the organization. The recipient should not be overwhelmed with detailed facts about the organization. This information can be conveyed easily by attaching a brochure or other prepared statement. In a short write-up, state when the non-profit / library was established; state the mission, being certain to demonstrate how the subject of the proposal fits within or extends that; mission can describe the organization's structure, programmes, leadership and special expertise. Discuss the size of the board, and how they are recruited and their level of participation. Include the full list of board members in an appendix.

Project proposals are expected to have concluding parts of a paragraph or two. It is the section where attention is called to the future after the project is completed. Follow-up activities are itemized whether or not the project will carry on with grant support. The concluding part is also the section where the final passionate appeal for the project proposal is made. It is appropriate to reiterate briefly what the library or organization wants and why it is important. Underscore why the library needs funding to accomplish the proposed project.

Annexes

This should include all the information that is important but may be too large to be included in the text of the proposal. This information can be created in the identification or planning phase of the project, but often, it is produced separately. According to Nebium (2004), the usual documentations to be annexed to the project proposal are the analysis related to the general context; policy documents and strategic papers; information on the implementing organizations (annual reports, success stories, brochures and other publications); additional information on the project management structure and personnel (curriculum vitae); maps of the location of the target area; and project management procedures and forms (organizational charts, forms and others).

Conclusion

Project proposal writing requires skills. There are many organizations and agencies competing for very limited funds available from foundations and a number of government agencies. These donor organizations have their individual and peculiar characteristics derived from their missions which are also distinct and different from one and the other. The ability of an organization seeking funds to convince the donor agency of its genuine intention to prudently deploy the grants awarded it for a project that will enhance the mission and mandates of the donor organization will determine whether or not the needed support for the project would be provided. The medium through which this genuine intention can be demonstrated is by presenting a well-written project proposal that will marshal-out the intentions of the grant-seekers and be persuasive enough to make grant-givers part with their scarce funds to support the project.

Librarianship as mainly service-oriented and non-profit organization, engage in fundraising from donor agencies, foundations and other organizations almost always. The skills and craftsmanship in writing project proposals is essentially important to librarians. This is what this paper has focussed.

References

- Bartle, P. (2012). *Proposals for funding*. Retrieved October 16, 2014 from <http://cec.vcn.bc.ca/cmp/modules/res-prp.htm>
- Bauer, D. G. (1999). *The principal's guide to winning grants*. San Francisco: Jossey-Bass Publishers
- Bauer, D. G. (2003). *The "How To" grants manual: successful grant-seeking techniques for obtaining public and private grants*. 5th ed. Westport: Praeger (American Council on Education)
- Boss, R. W. (1980). *Grant money and how to get: a handbook for librarians*. New York: R. R. Bowker
- Carpenter, J. (2008). *Library project funding: a guide to planning and writing proposals*. Oxford, UK: Chandos Publishing, 234p
- Carter, J. D.(n.d) *How to write a successful grant proposal: a guide for the special librarian*. Retrieved October 17, 2014 from <http://faculty.libsci.sc.edu/bob/class/clis724/SpecialLibrariesHandbook/HowtoWriteaGrant.pdf>
- Corry, E. (1986). *Grants for libraries: a guide to public and private funding programs and proposal writing techniques*. Littleton: Libraries Unlimited, Inc.
- Corvelay, A. (2012). *How to write a project proposal*. Retrieved October 9, 2014 from http://www.ehow.com/how_6536561_write-project-proposal.html
- Cultrona, R. L. (2013). *How to write a simple proposal*. Retrieved March 9, 2014 from http://www.ehow.com/how_6528374_write-simple-proposal.html
- Geever, J. C. 2007. *The Foundation Center's guide to proposal writing*. 5th ed. New York: The Foundation Center
- Hamlin, K. 1999. *How to write an effective proposal*. Retrieved October 9, 2014 from http://www.com/how_7966861_write-effective-proposal.html
- Hanson, J. (1999). *The best way to write a proposal*. Retrieved October 9, 2014 from http://www.ehow.com/how_7868583_way-proposal.html
- Karsh, E. and Fox, A. S. (2003). *The only grant-writing book you'll ever need: an insider's guide*. New York: Carroll and Graf Publishers.
- Levine, S. J. (2013). *Guide to writing a funding proposal*. Retrieved October 13 from <http://www.learnerassociates.net/proposal/>
- McLaughlin, M. W. (2014). *12 tips for writing a winning proposal*. Retrieved October 15, 2014 from <http://office.microsoft.com/en-us/word-help/12-tips-for-winning-proposal-HA010024506.aspx>
- National Science Foundation. (2004). *A guide for proposal writing*. Retrieved October 12, 2014 from <http://www.nsf.gov/pubs/2004/nsf04016/nsf04016.pdf>
- Nebium, B. (2002). *Developing skills of NGOs project proposal writing*. Hungary: The Regional Environmental Center for Central and Eastern Europe, 38p

- Page, K. (1999). *How to write a simple two page proposal*. Retrieved October 9, 2014 from http://www.ehow.com/how_7606500_write-simple-two-proposal.html
- Project design and proposal writing working for indigenous people's groups and partners. (n.d) Retrieved October 12, 2014 from http://eeas.europa.eu/delegations/philippines/documents/more_info/coop_news/twt_en.pdf
- Reid, A. N. T. (1998). *A practical guide for writing proposals*. Retrieved October 12, 2014 from <http://facstaff.gcp.edu/~ebrown/pracguid.htm>
- Reif-Lehrer, L. (1995). *Grant application writer's handbook*. Boston: Jones and Bartlett
- Ruskin, K. B. and Achilles, C. M. (1995). *Grant-writing, fundraising, and partnerships: strategies that work*. Thousand Oaks: Corwin Press, Inc
- Seltzer, M. (1987). *Securing your organization's future: a complete guide to fundraising strategies*. New York: The Foundation Center
- Thackrey, D. (2011). University of Michigan proposal writer's guide. Retrieved October 14, 2014 from <http://www.drda.umich.edu/proposals/pwg/pwgcontents.html>

UNIVERSITY OF IBADAN LIBRARY