

## Call for application for a professional training on Fundraising, Grant proposal writing and Business plans development

**Course Code:** EPRN16/PT/25

**Dates:** from 22<sup>nd</sup> to 30<sup>th</sup> March 2025

**Venue:** EPRN Training Centre located at University of Rwanda, Gikondo Campus

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### 1. Introduction

To mobilize resources, people normally write proposals because donors call for submission of concept notes or full proposals. Sometimes, we approach the donors asking the possibility of getting budget or financial partnerships. In both cases, we have to prepare good quality and convincing proposals. It is necessary to consider specific needs of the donors and funders and how we align to their mandates. Many of the donors and funders have clear proposal guidelines with formats. It is important to read them carefully before we write the proposals. On the other hand, there is a professional protocol to guide you as you write a convincing business plan. This course will help you to master the art of fundraising through grants proposal and business plans writing skills. The course will be practical to equip participants with hands-on skills they need in resource mobilization. Each participant will conclude the course with at last one project proposal developed.

### 2. Course content

The course content will include but not limited to:

- Analysis of the call for proposals and how to write concise concept notes.
- Demand and competitor analysis.
- Assessing project suitability and needs/required inputs.
- Financial viability analysis, covering investment needs, revenue predictions, and ROI.
- Risk assessment and mitigation plan
- Tips to write proposals with a higher chance of winning.
- Proposal strategy, planning, drafting and improving.
- Thinking like a proposal analyst, funder, buyer or investor.
- Components of a good business plan and how to develop it.
- Best practices, templates, guides, and tips and tricks in writing/developing business plans and grant proposals

### 3. Training methods

The training course will be run in a workshop style with a high degree of participants' involvement. Adult learning methodologies will be employed, and participants will not be passive. Debate and open discussions will be encouraged. The trainer will use a mix of presentations to define and explain key concepts and practical exercises. Trainees are encouraged to bring their own laptops. Each participant will conclude the course with at least one project proposal developed.

### 4. Certificate

EPRN will provide completion certificates to participants who will successfully attend the course and pass the course test. Pass mark is 60%.

### 5. Training fees, venue, date and refreshments

The training fees are as follows:

- Members: 60,000 Rwf
- Non-members: 100,000 Rwf
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This training will be held at EPRN Training Centre located at University of Rwanda, Gikondo Campus (former SFB building) from 22<sup>nd</sup> to 30<sup>th</sup> March 2025, 09am – 4pm (physical and online mixed). EPRN will provide lunch and drinks to participants (included in training fees).

### 6. Payment process

Interested applicants are encouraged to pay the registration fees through the following bank details:

- Bank Account: **00040 06945750 07** RWF (Bank of Kigali)
- Title of the Account: Economic Policy Research Network

Scan the bank slip and send it to: [info@eprnrwanda.org](mailto:info@eprnrwanda.org) OR bring the hard copy of bank slip to EPRN office at University of Rwanda- Gikondo Campus (former SFB). You can also pay through MTN MOMO PAY (\*182\*8\*1\*030683#) or through PayPal on our website ([www.eprnrwanda.org](http://www.eprnrwanda.org)) and notify us through [info@eprnrwanda.org](mailto:info@eprnrwanda.org)

For more further clarifications, call us through: 0788357648 or write to us: [info@eprnrwanda.org](mailto:info@eprnrwanda.org).

Kigali, March 02, 2025

Mr. Seth KWIZERA

Executive Director

