

Outline for Proposals

ETI Training

Statement of purpose

This document provides a standard format for submitting proposals to ETI.

1 Information to include

All proposals should be no more than 10 pages in length (plus appendices) and should include a description of:

1. **Background information** on your organisation. Please include aims and objectives of the organisation and main sources of funding.
2. **Why your organisation is best placed to partner ETI on the work described.** This should address the criteria outlined in the Partner Selection Criteria (attached). Please include relevant examples of your own organisation's work.
3. **Your proposed approach to the training development work.** We do not need details at this stage, but would like to see an outline of the overall approach you will take to develop the initial training courses that are described in the Terms of Reference. Any examples of specific techniques or processes you would use and a justification for this approach. Please include an indicative budget that includes all costs over £1000 including any resource your own organisation would be contributing to this work.
4. **A partnership proposal.** An account of why your organisation seeks a long-term partnership including what value you think you will add to this work and what value the partnership will add to your own organisational objectives.

For administrative purposes, please also include the following information:

5. How you first heard about the call for proposals
6. Your name and contact details