



# 6 questions to ask yourself before introducing your organization

# 1

**Have you considered introducing your organization in a positive way ?**



Talk about your good practices and experiences first.  
It is better than putting your problems or needs at the center of your introduction.

# 2

**How will you explain the relevance of your projects and proposals ?**



Explain how your projects respond to concrete issues.  
You know the realities on the ground.  
You will talk about the budget at a later stage.

# 3

**Do you take into account the distinction between activity and project ?**



The activities contribute to reach the objectives of your project, to meet the needs of your beneficiaries in a sustainable manner.  
Activities are just steps in your project .

# 4

**Do your proposals and ambitions meet your capacities and the human and financial resources of your organization ?**



Do not hesitate to be transparent about the limitations of your organization and plan accordingly.  
Translate and present less successful experiences as lessons learned .

# 5

**Have you thought about the specificities of your organization ?**



Be selective when choosing your projects.  
Plan your projects according to your mission and vision, your organization's knowledge and interests.  
Avoid splitting up or accepting too many projects.  
It is better to carry out properly one or two projects to completion rather than scattering your resources

# 6

**Have you thought about the development of your organization in the long term?**



Do not forget to add administrative, operating and capacity building costs to budget proposals.

# 7

**You will thus build a relationship of trust with your partners and donors, which is the foundation of your organization's sustainable development .**