**Directorate of Youth Affairs, Khyber Pakhtunkhwa**

**Sponsorship / Proposal Request Submission Template**

**1. Application Request**

To,  
The Director,  
Directorate of Youth Affairs, Khyber Pakhtunkhwa  
  
Subject: **Request for Sponsorship Support**  
  
Respected Sir/Madam,  
  
I/We respectfully submit this proposal for consideration under the sponsorship/financial assistance scheme of the Directorate of Youth Affairs. The details of the proposed event are provided in the following sections for your kind review and approval.  
  
Sincerely,  
Name of Applicant/Authorized Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Official Stamp/Seal (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Cover Page**  
Title of Event/Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name of Applicant / Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Information (Phone, Email and Address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Event Details**  
Event Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Background / Introduction**

Provide a concise introduction explaining the purpose and importance of the proposed event.

**5. Objectives**  
Overall Aim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Specific Objectives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Target Audience / Beneficiaries**  
Target Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Expected Number of Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Proposed Activities & Implementation Plan**

Provide details of the planned activities, the sequence in which they will be conducted, and the strategy for their implementation. Include a timeline where applicable.

**8. Expected Impact / Benefits**

Describe the anticipated outcomes of the event. Highlight the benefits for youth and the community, and explain the contribution to broader social or developmental goals.

**9. Budget Estimates / Costing**

Note: The following budget table provides as a sample format to guide applicants in preparing their financial plan. Actual cost heads and amounts may vary according to the nature and scale of the event. Applicants may add or remove rows as appropriate, ensuring that all relevant expenses are clearly itemized.

Provide a detailed financial breakdown of the event. All possible expenses should be accounted for under the relevant heads.

|  |  |  |
| --- | --- | --- |
| **Cost Head** | **Details/Description** | **Estimated Cost (PKR)** |
| Transportation |  |  |
| Refreshments / Food |  |  |
| Accommodation |  |  |
| Rented Services (Sound, Multimedia, etc.) |  |  |
| Venue Charges |  |  |
| Printing & Stationery |  |  |
| Publicity & Media |  |  |
| Honorarium / Guest Speakers |  |  |
| Security / Safety Arrangements |  |  |
| Miscellaneous |  |  |
| Total |  |  |

**10. Bank Account Details**  
Account Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Branch Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
IBAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Supporting Documents (Attach with Proposal)**  
Applicants must attach the following documents as applicable:  
- CNIC / Domicile (for individuals)  
- Registration Certificate (for organizations)  
- NTN Certificate (for organizations)  
- Participants List (if applicable)

**Checklist for Supporting Documents**  
☐ CNIC Copy (Individuals)  
☐ Domicile Certificate (Individuals)  
☐ Registration Certificate (Organizations)  
☐ NTN Certificate (Organizations)  
☐ Participants List with CNIC/Domicile/Contact (if applicable)  
☐ Any additional supporting materials (photographs, letters of support, etc.)

**12. Annexures (if any)**

Attach any additional materials such as photographs, designs, letters of support, or other relevant documentation.

**Declaration**  
I/We hereby declare that the information provided in this proposal is true and correct to the best of my/our knowledge.  
  
Signature of Applicant/Authorized Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Official Stamp/Seal (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_