**Project Proposal Form**

(Projects worth over £10,000)

**Guidance for completion**

**Introduction**

This guidance is to be followed when completing the Foreign & Commonwealth Office’s “Strategic & Bilateral Programme Fund – Project Proposal Form” for projects worth over £10,000.

Project Implementers, who intend to make a bid for funding, should contact the relevant British Embassy or High Commission and refer to the Programme Strategy for the fund to which they are bidding. When completed, the form will be used by the relevant Programme Board to assess whether the project should be approved for funding.

Implementers must complete all relevant sections of the form.

**Part A (to be completed by the Implementer)**

**Project Title**: This should be short and succinct

**Purpose**: This should be no more than two sentences, clearly stating the change that the project will deliver. This is the reason the project should go ahead.

**Cost:** Please provide the total cost of the project and, if there are other donors involved, state how much you are bidding to the FCO for. Please note that our financial year runs from April to March.

**Timing:** Please provide the estimated start and end dates for the project

**Implementing Agency:** Please provide full contact details and the name of the lead officer for this project

**Country/Countries covered**: Please state which countries the project will run in

**Previous Funding**: Please provide details of any previous bids you have made to the FCO

**What change will this project deliver in the short term:** Use this box to describe the short term benefits of running this project

**What is the expected longer term impact:** State what the longer term benefits of running this project will be. What will success look like in the years after the project is completed? For example, the project’s purpose may be for the government of a host country to sign up to new legislation. Whilst this may be achieved, the impact will require implementation of the legislation and subsequent enforcement by the courts. In addition, when considering the project purpose and outputs, you may wish to comment here on additional changes or benefits the project may trigger. We will use the information provided here in any evaluation or impact assessment of the project, and will judge the success of the project accordingly

**Is the change sustainable:** Provide details of the organisation or individual who will ensure the benefits of the project continue to be delivered after the project is completed. State whether there is sufficient buy in from the host government and/or beneficiary groups to ensure that benefits will continue to be realised after completion.

**Background:** In no more than 200 words, provide background to the issue this project will change and why the UK is the most appropriate donor.

**Outputs:** Please list all the outputs you expect the project to deliver. These are the specific results that will be delivered. The outputs must be sufficient to achieve the project purpose. *Outputs are what are delivered as a direct result of the related activities and should be within the control of the project.*

**Activities:** List all the tasks which will need to be carried out to deliver each of the outputs. The schedule of activities should set out in date/delivery order, and linked to the relevant output (ie Output 1 should have its activities listed as 1.1, 1.2, 1.3 etc). The activities must be sufficient to deliver the outputs. You must then complete an Activity Based Budget (see below) listing all these activities in the month they will occur and showing the associated cost.

**Milestones:** List here the milestones which will demonstrate success at each stage of the project. These are your indicators of success – what success looks like. You must have milestones/indicators to demonstrate success against the Project Purpose, and can also have milestones/indicators against the outputs and/or activities, depending on the scope and duration of the project. Please set out baseline information, stating clearly what the situation is before the project starts - this will allow you to show how and when the milestone has been reached.

**Activity Based Budget:** This must be completed – the project proposal will not be considered without a detailed ABB. Consider all of the Activities listed to deliver the outputs and estimate their individual costs. Enter the costs in the month you expect the activities to be completed. Provide as much detail as possible, (ie do not state just the figure for a workshop, but break that down into venue, catering, travel costs etc.). Administration costs should not exceed 10% of the total project costs.

**Co-funding:** State whether co-funding has been sought and provide details

**Monitoring**: Implementers will be expected to provide monitoring reports on (at least) a quarterly basis. State here how the project’s progress will be monitored, how often and by whom.

**Risks**: List the key risks involved in running the project and how those risks will be managed. Please note when the risk would need to be escalated to the next level in the management chain. Add more lines as needed. You should consider risks at all levels of the project ie political, administrative, internal etc. Note how likely the risk is, and what impact it will have on the successful delivery of the project (Low/Medium/High)

**Stakeholders**: List the key stakeholders involved in the project (those who have an interest in the project and who will be affected by it and/or can influence its success either positively or negatively). State how engagement and communication will be managed and who will be the key contact within the project; plus the stakeholder’s level of influence over and impact on the project (Low/Medium/ High)

**Beneficiary Groups**: State who the beneficiaries of the project are, and what level of involvement they will have in planning and delivering the project. Are they sufficiently engaged, does the plan reflect their needs?