**Checklist for putting forward a Project Proposal to the Post Programme Board (PPB)**

|  |
| --- |
| *Once the Project Officer has worked with the Implementing Agency to polish the bid, the following should be answered/done:* |
| Was the idea/concept for the project already cleared by the Programme Team in London or your Post Programme Board (PPB)? | Yes/No *[delete as necessary]* |
| Have you fully considered the ODA eligibility for this project in line with [guidance](http://ubs.sharepoint.fco.gov.uk/sites/finance/strategicfinance/oda/ODA%20Guidance/Forms/AllItems.aspx)? |   |
| Has the form been completed in full?*[if no, return it for completion before consideration by the PPB, giving feedback as needed]* | Yes/No |
| Is a comprehensive [Activity Based Budget](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Good%2BPractice/ProgrammeMngtToolkit/Guidance/Policy/Activity_Based_Budgeting.doc) attached?*[if no, return it for completion before consideration by the PPB]*  | Yes/No |
| If the project is worth over €125,000 have you consulted with CPG on next steps?*Projects over €125,000 must be managed in line with* [*EU purchasing guidelines*](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Procure/Cycle/Procurement_Overview_EU.htm) | Yes/No/NA |
| Will the project be managed under an [Accountable Grant Agreement](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Good%2BPractice/ProgrammeMngtToolkit/Templates/Policy/AGA_Short_Form_Guidance.doc) (AGA), or Memorandum of Understanding (MOU) with [Whitehall partners](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Good%2BPractice/ProgrammeMngtToolkit/Guidance/Policy/MOU_One.doc) or [other implementers](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Good%2BPractice/ProgrammeMngtToolkit/Guidance/Policy/MOU_Two.doc), or are there commercial elements which require a [Contract](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Procure/Policy/Model_Contracts.htm) | AGA/Contract/MOU |
| Has the Implementer seen and understood the [Accountable Grant Agreement](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Good%2BPractice/ProgrammeMngtToolkit/Templates/Policy/AGA_Short_Form_Guidance.doc) or [commercial contract](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Procure/Policy/Model_Contracts.htm) they will be required to sign, and that the terms are non-negotiable |  |
| How will you ensure that all procurement, including that undertaken by your implementer, is fair and transparent? |  |
| Will any pre-payment be needed? If Yes you must complete a [pre-payment request](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Good%2BPractice/ProgrammeMngtToolkit/Templates/_documents/Pre-Payment_Pro_Forma.doc) and submit it to Programme Office with all relevant documents. | Yes/No |

|  |  |  |
| --- | --- | --- |
| Does the project meet the [necessary criteria](http://www.fconet.fco.gov.uk/Doing%2Bmy%2BJob/Forms/Project_forms/Project_appraisal_matrix.xls) *for approval**If you have answered* ***No*** *to any of these issues, you will need to weigh their relative importance before approving the project, or returning it to the Implementer for further work.*  | Project Design | Yes/No |
| ODA | Yes/No |
| Government support and engagement | Yes/No |
| Risk | Yes/No |
| Budget / VFM | Yes/No |
| Stakeholders | Yes/No |
| Sustainability | Yes/No |
| Monitoring and evaluation | Yes/No |
| Cross-cutting issues | Yes/No |
| Have you worked with the implementer before?Have you checked their financial status and their ability to deliver good projects?*Provide details of previous work and all checks carried out here. For UK-based implementers, checks should be carried out with Companies House* |  |
|  |  |
| If you can answer all of these questions satisfactorily the Project Proposal can be put to the Post Programme Board. |