**Project Proposal Form**

(Projects worth under £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 under £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

**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

**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.

**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)

**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.

**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.

**Part B (to be completed by the Post)**

**(From Part A)**

**Which Programme is the funding being sought from:** State the name of the relevant Strategic Programme (eg Human Rights, Prosperity etc) or state whether it is to be funded from the Post’s Bilateral Programme Budget

**Which Programme or Country Business Plan Objective does this project help meet:**  State which objective within the Programme Strategy or CBP this project will help deliver

**Is the project ODA eligible:** Please refer to the ODA guidance on FCONet and state whether the project is eligible

**Contact name and details:** Provide information for the lead project officer

**The implementer:** Please provide background information on the implementing organisation

**Human Rights Assessment:** Please complete this section after reading the Overseas Security & Justice Assessment guidance on FCONet.

**Cross Cutting Issues:** Please state any impact (positive or negative) that this project will have on issues such as the environment, diversity, gender and human rights.

**Can this project be referred to publicly:** Please consider whether there are any constraints to this project being referred to publicly. If the project can be publicised, please provide a form of words for briefing purposes.

**Post Programme Board:** Provide the date of the Board at which the project is discussed and note any comments/feedback on the project.

**Comments from policy desk:** Please ensure that the relevant policy desk has been consulted and has the opportunity to comment.

FCO Strategic Programme Fund and Bilateral Programme Fund

**PROJECT PROPOSAL FORM**

(For projects **under** £10,000)

**Part A: To be completed by the Project Implementer**

\* To be completed by the Post

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| **Project Title** |  |
| **Purpose***This must be NO MORE than one sentence*  |  |
| **Which Programme is the funding being sought from \****(Policy Programme title or Bilateral Programme Budget)* |  |
| **What Programme or CBP Objective** does this project help meet **\*** |  |
| **Is the Project ODA eligible \*** | Yes/No |
| **Cost***What is the* ***TOTAL*** *cost of the Project**Please note, project funds are paid quarterly in arrears.* | FY13/14 | £ |
| FY 14/15 | £ |
| If co-funding has or is being sought, please also show the cost to the **FCO** and provide details of the co-funding organisations | FY 13/14 | £ |
| FY 14/15 | £ |
| **Timing** | Planned start date: |  | Planned completion date: |  |
| **Implementing Agency** *Name; Address; Telephone Numbers; Email; Website* |  |
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| **What change will this project deliver?** *Why do we need to run this project? And what will be the longer term impact?*Keep this short, you should be able to articulate why the project is needed in a couple of sentences |  |
| **Background***In no more than 200 words, provide the background to the issue this project will change and why the UK is the best donor* |  |
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| **Outputs** *What will the project actually project produce? eg documents; trained people etc* *The outputs must together deliver the Project Purpose. List as many outputs as you need to deliver the Purpose.* | 1.2.3. |
| **Activities** *What will you need to do in order to deliver the outputs?**The activities must link to a specific output.*  | 1.11.2 |
| **Risks***What are the key risks in implementing this project and how are you going to manage them**Add more lines as required**Larger/higher value projects will require a full Risk Management Strategy.**You should also think here about when risks should be flagged up to Programme Managers in London* | **Risk** | **Impact** Low/Medium/ High | **Likelihood**Low/Medium/ High | **Management** | **Owner** | **Escalation Point** |
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| **PLEASE COMPLETE THE ACTIVITY BASED BUDGET** *– your bid will not be considered without this. You should provide as much detail as possible.**Double click on the chart to use Excel* |



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| **Monitoring** *Please note that our funding Agreement specifies the need for reporting on progress and finances**Monitoring reports should use form SPF.F7.13* | How will the monitoring be carried out | When/how often | By whom | What involvement will the project’s Beneficiaries have |
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| **Signature of Implementing Agency Lead Contact** |  |
| **Date** |  |

**Part B: To be completed by Post**

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| **Contact name** and details at Post |  |
| **The Implementer***Provide details of any previous work with the Implementing Agency, and relevant background information on financial, reputational, organisational etc issues* |  |
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| **Human rights (HR) assessment***(For projects in the security and justice sectors, you should refer to the FCO Overseas Security and Justice (OSJA) Human Rights Assessment Guidance including Checklist A)* |
| Do you consider that there is a serious risk that the assistance might directly or significantly contribute to a violation of human rights and/or IHL?  | If YES what is the risk: |
| Specify what those HR/IHL violations are |  |
| Describe the evidence base that has been used to identify and assess the above risks? |  |
| How would the risk of those HR/IHL violations be mitigated |  |
| Once all appropriate mitigating steps have been taken, do you still consider that there is a serious risk that the assistance might directly or significantly contribute to a violation of human rights and/or IHL? | If YES, what are your next steps? |
| Who will need to approve the HR risk assessment? (refer to the OSJA Guidance) *Programme Manger; Head of Department; DHM; HOM; Ministers?* |   |
| **Cross Cutting Issues** *What impact will the project have on issues such as the environment, diversity, gender, and human rights?**Please note both positive and negative possible impacts* |  |
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| **Can this project be referred to publicly**, or are there sensitivities that would preclude publicity.If public, please provide an unclassified form of words describing the project, which can be used in briefing materials. |  |
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| **Date of Post Programme Board** at which the bid was discussed |  |

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| **Comments from Post Programme Board***[Note:* ***All*** *bids must be appraised by the Post Programme Board]**Include here, information on why the Project was approved, what additional work was needed prior to approval, further information for the Strategic Programme Board in London* |  |
| **Comments from Policy Desk** either geographical or thematic*Does the project have the support of the relevant desk?* |  |
| **Signature of Board Chair**  |  |
| **Date** |  |