



PROJECT PROPOSAL FORM

For projects under £10,000

Shaded boxes to be completed by the Post

Part A: To be completed by Implementer

Project Title			
What business plan or programme objective does this project help meet			
Is the Project ODA eligible	Yes/No	ODA input sector code	ODA Channel of Delivery Code
What is the total cost of the Project	£		
<p>Please attach an ACTIVITY BASED BUDGET (in Excel). Proposals without an activity based budget will not be considered.</p> <p>The ABB must include: a list of all the Activities to be carried out; the full cost of each activity; the date of each activity</p>			
Timing	Project start date:		Project completion date:
Implementing Agency <i>Name and Contact Details</i>			
Background <i>In no more than 200 words, explain what the project will achieve and how.</i>			
Risks <i>What are the key risks in implementing this project and how are you going to manage them</i> <i>Add more lines if needed</i>	Risks	Management	Owner

Part B: To be completed by Post

Post Programme Board comments and decision	
Approved by	
Date	
Does the project have the support of the relevant policy lead?	Yes/No (Please provide a summary of policy lead's comments)
Can this project be referred to publicly, or are there sensitivities that would preclude publicity. <i>If public, please provide an unclassified form of words describing the project, which can be used in briefing materials.</i>	Yes/No

Contact name and details at Post	
The Implementer <i>Provide details of any previous work with the Implementing Agency, and relevant background information on financial, reputational, organisational etc issues</i>	
For ODA projects: Are you satisfied that the proposed activity is likely to contribute to a reduction in poverty?	Yes / No. Please explain briefly how.
For ODA projects: Are you satisfied that the proposed activity will promote gender equality? If this is not possible, are you satisfied it will not contribute to further gender inequality?	Yes / No. Please include examples where possible.
Human rights (HR) assessment <i>For projects in the security and justice sectors: Have you completed an assessment under the Overseas Security & Justice Assistance Guidance?</i>	Yes / No
Please summarise the results including the key risks and mitigation measures and overall rating	
<i>For other projects:</i> 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:
CHECKLIST	
Consultancy Value Programme <i>Are consultants being used in the delivery of this Project? If yes, please ensure that you check the requirements within the CVP on Corporate Procurement Group's Sharepoint site</i>	Yes/No
Marketing & Advertising Freeze <i>Will elements of the Project include Marketing or Advertising products and services that are externally procured i.e. will incur cost to FCO. If yes, refer to the guidance on the Comms & Engagement Sharepoint site and complete the necessary clearance forms</i>	Yes/No
TV & Film Production <i>Is the project producing any television programmes or films (including documentaries)? If yes, you must seek approval from the relevant junior</i>	Yes/No

<i>minister's private office.</i>	
Advance Payments <i>Will the implementer require payments in advance? If Yes, please complete the Advance Payment request Form (Programme Office's Sharepoint site) as early as possible. Please note, advance payments will ONLY be made where there is a clear justification</i>	Yes/No
Open competition <i>Has the project been part of an open Bidding Round or Tender process? If not you should refer to your programme team in the first instance to make sure you comply with competition requirements.</i>	Yes/No
Gifting <i>Will any of the goods procured during the project become the property of the implementer or beneficiary? If Yes, please consult the Gifting & Granting Guidance (Programme Office's Sharepoint site). Please note, goods purchased during a project will usually remain the property of HMG and will need to be disposed of in accordance with guidance</i>	Yes/No
Contract <i>There must be a signed contract in place between FCO and the implementer, prior to any activities commencing.</i> Please ensure that the implementer is aware of the content of the Contract well in advance of having to sign. Please refer to guidance on Grant Contracts (Programme Office's Sharepoint site). <i>If the project is being implemented by a commercial organisation/ business, please see CPG's Sharepoint site for guidance on Commercial Contracts.</i>	
Due Diligence <i>Reasonable checks must be made on the potential implementing organisation prior to initiating the project and your findings recorded (see Programme Office Sharepoint site). Please confirm that checks will be / have been carried out.</i>	

Useful links:

 Programme Office: http://ubs.sharepoint.fco.gov.uk/sites/ops/OU/SPF_Office/default.aspx

 Corporate Procurement: <http://ubs.sharepoint.fco.gov.uk/sites/finance/procurement/default.aspx>

 Comms & Engagement: <http://restricted.sharepoint.fco.gov.uk/sites/comms/default.aspx>