

Project Concept Form

Guidance for selection

Criteria for selection of projects:

- value for money
- evidence of local demand/need
- project viability, including capacity of implementing organization
- project design, including clear, achievable objectives/outputs
- sustainability
- good risk and stakeholder management
- projects should be realistic in the results they aim to deliver and how these contribute to the long term achievement of the targets.
- proposals must be supported by a realistic detailed activity based budget set out with as much detail as possible. (This is a key requirement in evaluating the project proposal).

Criteria for funding of projects:

We fund various costs associated with implementation/delivery of activities, but we cannot fund all general office costs and salaries. Note that honoraria for experts should be included into an activity where an expert is contributing.

Funding for projects can only run for a maximum of one financial year (i.e. from April 2014 to March 2015).

Costs not eligible for funding:

- capital purchases, e.g. purchase of buildings, vehicles, office machinery
- certain publicity materials
- flight costs above economy class
- external consultants to evaluate project work
- participation in academic courses or academic research

Guidance for completion

Introduction

This guidance is to be followed when completing the Foreign & Commonwealth Office's "Strategic & Bilateral Programme Fund – Project Concept Form" for projects.

Project Implementers, who intend to make a bid for funding, should contact the relevant British Embassy or High Commission. When completed, the form will be used to assess whether the project should be approved for funding.

Implementers must complete all relevant sections of the form.

Project Title: This should be short and easily understood

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.

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

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

Background: In no more than 100 words, set out the purpose of the project, provide background to the issue this project will change and state why the UK is the most appropriate donor.

Risks: List the key risks involved in running the project and how those risks will be managed. You should consider risks at all levels of the project i.e. political, administrative, internal etc.

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