



PROJECT PROPOSAL FORM

For projects between £10k and £80k

* To be completed by the Post

Project Title		
Which Programme is the funding being sought from * <i>Insert fund name</i>		
Project Code * <i>To be added once the Project has been approved and the code is provided by the Programme Team</i>		
Is the Project ODA eligible * Yes/No		
ODA Codes * <i>To be added by Post from ODA Input Sector and Delivery Channel codes (links opposite) in the ODA Programme Data Entry SharePoint site</i>	ODA Input Sector Code	
	ODA Channel of Delivery Code	

Part A: To be completed by the Project Implementer

Project Title				
Purpose <i>This must be NO MORE than one sentence, clearly setting out the "change" to be delivered</i>				
Short Project Summary <i>In no more than 200 words explain what the project plans to achieve and how (setting out how the Outputs will deliver the Purpose/Objective, and how the activities will deliver each relevant Output), and what difference will it make on the ground over the next few years?</i> <small>This question will be looked at again during any Evaluation of this project, and when an Impact Report is done. The success of the project will largely be judged on what is said here</small>				
Cost <i>What is the TOTAL cost of the Project</i> <i>Of this total, please detail the cost to the FCO and, if relevant the cost to co-funders</i> <i>Please note project funds are paid quarterly in arrears.</i>	FY18/19	£		
	<i>Cost to FCO</i>	£	<i>Cost to Co-funders</i>	£
Timing	Planned start date:		Planned completion date:	
<p>PLEASE ATTACH A FULL ACTIVITY BASED BUDGET (in Excel). Proposals without an activity based budget will not be considered The Activity Based Budget must match the activities and timings set out below</p>				

<p>Implementing Agency <i>Name; Address; Telephone Numbers; Email; Website</i></p>	
<p>Will the Implementing Partner be sub-contracting any other agencies to carry out elements of the project activities? If Yes, please provide details <i>Good procurement procedures <u>must</u> be followed – please refer to Annex C of the FCO Grant Contract</i></p>	<p>Yes/No</p>

Project Plan

Based on the information provided in the Summary, use the table below to set out the Purpose, Outputs and Activities to be delivered. Give the Indicator(s) of Success for the Purpose, along with the Baseline information, what the target to be reached is, and when it will be delivered by, along with milestones (checkpoints) at which progress will be measured. This will allow you to monitor and measure progress throughout the Project, and provide clear evidence of the Project's success

Then list the Outputs and the Activities that will be needed to deliver them. You can, if you wish, add Indicators at the Output level.

Indicator = what will be measured (eg the number of people who will be trained; the increase in positive perceptions of an issue)

Baseline = the current status (eg no training exists; current perceptions are x% positive)

Sources = where will the information on the baseline data and targets come from (eg data from research carried out by the implementer; open source data)

Milestones = the key points at which progress will be tracked (can be specific dates/events or the regular quarterly reports – but provide indicative dates for the latter)

Target = what the project will deliver (eg 100 people trained; 50% increase in positive perceptions)

Date = the date by which the output will be delivered

Project Purpose/Objective

Indicator(s)	Baseline	Sources	Milestones	Target & Date
<i>e.g. Number of staff trained and certified</i>	<i>0</i>	<i>Ministry of Home Affairs Human Resources Department</i>	<i>x.x.2015 When course content agreed x.x.2015 When first course delivered etc...</i>	<i>100 staff trained and certified by ...</i>
Output 1:				
Activities linked to Output 1	1.1 1.2 1.3 etc..			
Output 2:				
Activities linked to Output 2	2.1 2.2 2.3 etc..			

Output 3:	
Activities linked to Output 3	3.1 3.2 3.3 Etc..
<i>ADD MORE LINES AS NEEDED</i>	
Sustainability <i>How will the project ensure benefits are sustained once the project funding ends?</i>	

Risks	Risk	Impact	Like-likelihood	Management	Escalation Point
<p><i>What are the key risks in implementing this project and how are you going to manage them</i> <u>Add more lines as required</u></p> <p><i>You should also think here about when risks should be escalated</i></p>		Low/ Medium/ High	L/M/H	<i>How will the risk be managed and monitored, what are the mitigating actions, and who is the risk owner</i>	<i>At what stage will the management of this risk need to be escalated</i>
Stakeholders	Stakeholders	Interest	Influence	Engagement / Communications plan	Owner
<p><i>Who are the people or groups with an interest in this project and who will be affected by it and/or can influence its success either positively or negatively?</i> <i>How will you manage your engagement with them</i> <u>Add more lines as required</u></p>		L/M/H	L/M/H	(How to engage, how often and who by/who to)	
Signature of Implementing Agency Lead Contact					
Date					