**PROJECT PROPOSAL FORM**

*For projects up to (and including) £10,000*

Share Part A ONLY of this template with bidding organisations

Cover page and Part B to be completed by FCO Post / Department

**Cover Page: To be completed by FCO Post / Department**

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| --- | --- | --- |
| **Name of FCO Post / Department** |  | |
| **Name of bidding organisation** |  | |
| **Project Title** |  | |
| **Which Programme is providing the funding?**  *Insert Programme name* |  | |
| **Project Code**  *Add once the Project has been approved by the Post/Department Programme Board and the code provided by the programme’s central administrators (i.e. PMO/JFU/PFDU)* |  | |
| **Is the Project ODA eligible?** | Yes / No | |
| **ODA Codes**  *To be added from ODA Input Sector and Delivery Channel codes (links opposite) in the* [*ODA Programme Data Entry SharePoint site*](http://ubs.sharepoint.fco.gov.uk/sites/finance/strategicfinance/oda/programme_data/_layouts/viewlsts.aspx?BaseType=0) | [ODA Input Sector Code](http://ubs.sharepoint.fco.gov.uk/sites/finance/strategicfinance/oda/programme_data/Lists/Input%20Sectors/Input%20Sector%20Reference.aspx) |  |
| [ODA Channel of Delivery Code](http://ubs.sharepoint.fco.gov.uk/sites/finance/strategicfinance/oda/programme_data/Lists/Channel%20of%20Delivery/AllItems.aspx) |  |

**Part A: To be completed by the project Implementing Agency (expand boxes as required)**

|  |  |
| --- | --- |
| **Implementing Agency’s Details**  *Your organisation’s name; address; telephone Numbers; contact name(s); email; website; other* |  |
| **Project Title** |  |
| **Project Purpose**  *Explain the aim of the project, identifying the key beneficiaries and reflecting the “change” it will help bring about* |  |
| **Project Summary**  *In no more than 200 words explain what the project plans to achieve, how proposed Activities will deliver stated Outputs and how Outputs will help bring about the project Purpose.*  *(Note: This question will be looked at again during any Evaluation of this project.. The success of the project will largely be judged on what is said here)* |  |
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| **Cost**  *What is the* ***TOTAL*** *cost of the Project (to be delivered in this FY)* | | **FY 20/21** | **£** | | |
| **Timing** | | **Planned start date:** |  | **Planned completion**  **date:** |  |
| **PLEASE ATTACH AN ACTIVITY BASED BUDGET (ABB). Proposals without an ABB will not be considered**  *(Note: The Activity Based Budget must match the activities and timings set out in the project plan below. No organisation can financially profit from receiving grant funding - proposals from for-profit organisations for grant funding can only be considered if an officially registered non-profit making arm or division of the for-profit organisation will deliver the project).* | | | | | |
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| **Project Plan**  *Based on the information provided in the Project Summary, describe below the Purpose of the project and any Outputs and Activities it is designed to deliver.* | | | | | |
| **Project Purpose:** | | | | | |
| *eg: To strengthen the capacity of Country X’s Ministry of ...... to reduce instances of fraud in processing of applications* | | | | | |
| **Output 1:** | | | | | |
| *eg: Training programme delivered* | | | | | |
| **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.. | | | | |
| *ADD MORE LINES AS NEEDED* | | | | | |
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| **Gender Equality**  *Explain how gender equality issues have been considered and incorporated into this project proposal.*  *(Note: You may reference the DfID/FCO “How To” guidance on Gender Equality and any specific guidance on Gender provided by the FCO Post/Department).* |  | | |
| **Risks**  *List below the key risks of implementing this project and how are you going to manage them*  *Add more lines as required* | **Impact** *(if realised)*Low/  Medium/ High | **Likelihood** *(of occurrence)*  L/M/H | **Management**  *How will the risk be managed and monitored, what are the mitigating actions, and who is the risk owner* |
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| **Authorise signatory for the Implementing Organisation** |  | | |
| **Print name** |  | | |
| **Date** |  | | |

**Part B: To be completed by FCO Post or Department (overwrite text in Red)**

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| --- | --- |
| **Name of Post / Department** | Add here |
| **Name of project and project code** | Add here |
| **Name of Programme funding the project** | Add here |
| **What Programme Objectives will this project help meet?** | Add here |
|  | |
| **Contact name and details of project lead at Post/Department** | Add here |
| **Due Diligence:**  *Declare here (if project proposal is approved) that you have carried out a proportionate Due Diligence Assessment on the Implementing Organisation before project delivery begins, and that you have identified key risks that will be monitored throughout delivery.* | A Due Diligence Assessment was carried out on [date] and signed off on [date] by [name and position]  A copy was submitted to PMO on [date] |
|  |  |
| **Cross Cutting Issues**  *What additional impact will the project have on issues such as the environment, diversity and human rights? Please note both positive and negative possible impacts* | Explain here |
| **For ODA projects***:*  *Are you satisfied that the proposed activity is likely to contribute to a reduction in poverty?* | Yes / No  Explain briefly why / why not |
| **Gender:**  *Are you satisfied that the project will promote gender equality?*  *If No, are you satisfied the project will not contribute to further gender inequality?*  *Declare here that you have you attached a statement that explains how gender equality issues have been considered in the project objectives, and how delivery will address those issues?* ***A statement is mandatory for every approved project (see the FCO Policy Portfolio Framework for further guidance)*** | Yes / No  Yes I am satisfied / No I am not satisfied  If No, explain why, and why you think the project could be approved anyway  A Gender Equality statement was attached on [date] |
| **Human rights (HR) assessment:**  *Will this project be implemented in the security and/or justice sectors?*  *If yes, state here that you have completed an assessment under the Overseas Security & Justice Assistance (OSJA) guidance before the project begins* ***(mandatory for all OSJA projects)***  *For non-OSJA projects:* *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?* | Yes / No  A completed OSJA was approved on [date] by [name and position]  (If non-OSJA project), what are the risks of HR violations?  Explain here |
|  | |
| **Consultancy Value Progme**  *Is this a Direct Delivery project (i.e. by Post)?* (*see the FCO Policy Portfolio Framework Annex A for guidance on Delivery Options).*  *If Yes, are consultants being used in the delivery of this Project?*  *If yes, have you followed the CVP guidance on Commercial Directorate’s Sharepoint site.* | Yes / No  (If Yes above) – Yes / No (consultants will/will not be used)  (If Yes above) – Yes / No (I have / have not followed CVP guidance) |
| **Professional Communications Assurance**  *Will the project procure any marketing or advertising products and services?*  *If yes, have you followed the PCA guidance (held by Communications Directorate) and obtained the necessary clearance?* | Yes / No  Yes / No |
| **TV & Film Production**  *Will the project produce any form of video (incl. but not limited to documentaries, feature films, interviews, plays, dramas or short stories) intended for public broadcast (incl. but not limited to TV, cinema, theatre or internet)?*  *If yes, have you sought approval from the relevant junior minister’s private office? (see the FCO Policy Portfolio Framework Annex A)* | Yes / No  Yes / No |
| **Advance Payments**  *Will the implementer require payments in advance?*  *If Yes, have you submitted an Advance Payment Request Form and received approval for making advance payments from the programme’s central administrator (PMO/JFU/PFDU) before any payments are made?*  *If yes, have you adjusted the Grant Agreement / MoU payment clauses to describe the advance payment arrangements? - See the FCO Policy Portfolio Framework for guidance.*  *(Note: advance payments will ONLY be approved where there is clear justification for deviating from payment in arrears)* | Yes / No  Yes / No  Yes / No |
| **Open competition**  *Was the project proposal submitted through an open competitive Bidding Round or Tender process?*  *If not, explain why you consider this project still eligible for consideration.* | Yes / No  If no, explain here: |
| **Purchasing Goods and Gifting**  *Will project funds be used to purchase any items of equipment?*  *If Yes, have appropriate arrangements for the purchase and disposal of equipment been put in place before the project begins? Attach a copy of the equipment purchase record.*  *(Note: see the FCO Policy Portfolio Framework and Clause 9 of the Grant Agreement Template for further guidance on “Equipment and Supplies” and “Gifting”).* | Yes / No  Yes / No  I have attached a copy of of the equipment purchase record |
| **Contract / Grant Agreement / MoU**  ***There must be a signed contract, Grant Agreement or MoU in place between FCO and the implementer, prior to any activities commencing.***  *Confirm that a signed contract, Grant Agreement or MoU is in place before any activities begin.*  *(Note: Share a copy of the Contract / Grant Agreement / MoU template with potential implementers well in advance of signing. See the FCO Policy Portfolio Framework for further guidance).* | Yes / No (if no, project delivery cannot take place)  State whether the project will be under a Commercial Contract, Grant Agreement or MoU |
|  | |
| **Can this project be referred to publicly?**  *If no, what sensitivities would preclude publicity?*  *(Set out here an unclassified form of words describing the project, which can be used in briefing materials).* | Yes / No  If No, explain here |
|  |  |
| **Comments from policy lead**  *Does the project have your support? Explain why.* | Yes / No  Briefly explain why / why not |
| **Date of Post Programme Board**  *at which the bid was approved* | Add here |
| **Comments from Post Programme Board**  *Explain why the Project was approved, plus any conditions that were attached.*  *Note:* ***All*** *decisions on whether to award/refuse funding must be approved by the Post Programme Board* | Comments here |
| **Signature of Board Chair** | Add here |
| **Print name** | Add here |
| **Date** | Add here |
|  | |

**Useful links**:

* [FCO Policy Portfolio Framework on the Project and Programme Skills page on DiploHub](https://fcogovuk.sharepoint.com/sites/strategy-guidance/SitePages/ProjectProgrammeDelivery.aspx)
* DfID/FCO Gender Equality “How To” guidance [add link]