

This document has been withdrawn because it is out of date.

PROSPERITY FUND 2015-16
Project Proposal Form: Guidance for Completion

Introduction

This guidance is intended for implementing organisations completing the Foreign & Commonwealth Office's project proposal form. You should also refer to the specific programme strategy for the fund to which you are bidding. For further assistance, contact the Programme Unit- Prosperity Fund at the British High Commission. The project proposal form should succinctly set out the details of the project, enabling the Programme Appraisal Board to assess whether the project should receive funding.

Completing the Form

Project Title: Use a short and succinct project title no more than 10 words.

Project Purpose: This should be **one** clear and succinct sentence describing the anticipated change. What is the immediate outcome or direct benefit the project will achieve? Think in terms of the immediate change or overall result that the project aims to bring about. This is the fundamental reason you are doing the project. It should **not** contain project details which can be described elsewhere on the form.

Implementing Agency: List contact details- Name; Address; Telephone Numbers; Email; Website

Programme Indicator: Enter the Objective that you will find in the Programme Strategy. (Please refer Programme strategy)

What change will this project deliver? Why does the UK need to fund this project?

And what will be the longer term impact for India and the UK?

(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.

Outputs: Please list here all of the outputs you expect the project activities to deliver. What are the **specific, deliverable results expected** from the project activities which should be sufficient to **achieve** the project purpose? Outputs are what we deliver directly from the activities (below) and should be within (or just about within) our control.

Indicators of success: List here what you envisage project completion will look like. What might we measure to know the purpose has been achieved? What will the new situation look like? This is very important, as the FCO will use these to measure project performance. You should describe, in **specific and measurable** terms what you would measure to demonstrate that the project has achieved the project purpose. Indicators should be SMART: Specific, Measurable, Achievable, Relevant and Time-bound.

Support and Engagement

Does the project have local or host government support and engagement? Please briefly describe what support and how it will engage. (1 paragraph max)

Provide a brief explanation. Not all projects will have such engagement but the project may still be considered. If you are uncertain, please clarify this with the Post Project Officer before completing the bid.

Risks: Provide brief details of any serious risks to the success of the project and how these will be mitigated

Cost: What is the **TOTAL** cost of the Project?

List what you will spend for each Financial Year (FY). The **FY** runs from 1 April to 31 March.

Please note, project funds are paid quarterly in arrears.

Timing: Enter the anticipated start and end dates. The project duration should not exceed beyond March 2016

Note: Bidding rounds are split between a concept and full bid stage. The proposals submitted will undergo a two stage review. The first stage concept bid stage; bidders are requested to submit information asked in the prescribed bidding format. Only successful proposals in first stage are taken forward to second stage which is full bid stage and are asked to submit a detailed project proposal form along with activity based budget.