

## PROJECT PROPOSAL FORM

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

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

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| 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: | 1.11.21.3etc.. |
| Output 2:  |
| *……* |
| Activities linked to Output 2: | 2.12.22.3etc.. |
| Output 3:  |
| *……* |
| Activities linked to Output 3: | 3.13.2 3.3etc.. |
| *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 FCDO 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 |  |