

## 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: | 1.1  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 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 |  | | |