

**PROJECT PROPOSAL FORM**

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

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| **Implementing organisation’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 22-23** | **£** | | |
| **Timing** | | **Planned start date:** |  | **Planned completion**  **date:** |  |
| **PLEASE ATTACH A FULL PROJECT BUDGET. Proposals without a detailed Budget will not be considered**  *(The budget* ***may****, if appropriate, use the Activity Based Budget format, where budgets are attached to activities and timings set out in the project plan below. A different format may be used for projects requiring a more agile or experimental approach, where it is not practical to set out a full plan of activities at the outset).  No organisation can financially profit from receiving grant funding. Proposals for grant funding can only be considered if they are from a non-profit organisation, or an officially registered non-profit making arm or division of a for-profit organisation which 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. Simple projects may have fewer* | | | | | |
| **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.* |  | | |
| **Climate and Environment**  *How will the implementing agency consider their responsibilities in relation to the Paris Agreement, for example implementing a climate risk assessment or an environmental impact assessment?* |  | | |
| **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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| **Authorised signatory for the Implementing Organisation** |  | | |
| **Print name** |  | | |
| **Date** |  | | |