

**PROJECT PROPOSAL FORM**

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

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| **Implementing organisation’s Details**  *Your organisation’s name; address; telephone numbers; contact name(s); website; other* |  |
| **Project Title** |  |
| **Purpose**  *Write one sentence that clearly sets out the aim of the project, reflecting the “change” it will help bring about.* ***Please clearly indicate which thematic area of the call for proposals this is responding to.*** |  |
| **Context and Need for the Project**  *In no more than 200 words, provide the background and context to the issues this project will address and why the UK should fund this project.* |  |
| **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. What longer term real world difference will the project contribute to over the next few years?*  ***Please refer to the criteria set out in the call for proposals.*** |  |
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| **Cost**  *What is the* ***TOTAL*** *cost of the Project*  *Please detail the cost to the FCDO and, if relevant, the cost to co-funders*  *(Note: the FCDO cannot guarantee funding for future financial years)* |  |  | | |
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| **FY 24/25** | **£** | | |
| *Cost to FCDO* | *£* | *Cost to Co-funders* | *£* |
| **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).* | | | | |
| **Will you be sub-contracting work to deliver any project Activities or Outputs to other organisations?**  *If Yes, please provide details, explaining the scope and cost of work you intend to sub-contract .* | Yes/No | | | |

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| **Which country or countries will this project be delivered in?** | |  | | | | | | | |
| **Have you bid for funding from the FCDO in the past three years?**  *If yes, please provide details of bids made (successful and unsuccessful bids) and projects implemented.* | |  | | | | | | | |
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| **Project Plan**   * Based on the information provided in the Project Summary, describe below the Purpose, Outputs and Activities the project is designed to deliver, in as much or as little detail as is necessary to understand the Project and its objectives. * Where possible, provide a description of each Indicator for the Purpose and for each Output, and provide baseline information, the sources of that information, what the target (and target date) is, and the milestones (checkpoints) at which progress will be measured. This information will provide a framework for monitoring and measuring progress of the project, and provide an evidence base for assessing the success of the project.   *Indicator = what will be measured (eg the number of people who will be trained; the increase in positive perceptions of an issue)*  *Baseline = where relevant, the current status (eg no training exists; current perceptions are x% positive)*  *Sources = where will the information on the baseline data and targets come from (eg data from research carried out by the implementer; open source data)*  *Milestones = the key points at which progress will be tracked (can be specific dates/events or the regular quarterly reports – but provide indicative dates for the latter)*  *Target = what the project will deliver (eg 100 people trained; 50% increase in positive perceptions)*  *Date = the date by which it will be delivered* | | | | | | | | | |
| **Project Purpose:** | | | | | | | | | |
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| Indicator(s): | Baseline | | Sources | | | Milestones | | Target & Date | |
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| **Output 1:** | | | | | | | | | |
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| Indicator(s) | Baseline | | Sources | | | Milestones | | Target & Date | |
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| Activities linked to Output 1 | 1.1  1.2  1.3  etc.. | | | | | | | | |
| **Output 2:** | | | | | | | | | |
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| Indicator(s) | Baseline | | Sources | | | Milestones | | Target & Date | |
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| Activities linked to Output 2 |  | | | | | | | | |
| *ADD MORE LINES AS NEEDED or delete lines that are not needed* | | | | | | | | | |
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| **Sustainability**  *How will the project ensure benefits are sustained once the project ends?* |  | | | | | | | | |
| **Gender and Equalities**  *Explain how gender and equalities issues have been considered and incorporated into this project proposal. Please include evidence that your organisation understands a gendered analysis of the challenge which this project proposal is working to address.*  *Please also show that the project has been designed with the do no harm principle in mind and does not reinforce gender inequalities.* |  | | | | | | | | |
| **Climate and Environment**  *How will the implementing agency consider their responsibilities in relation to the environment?* |  | | | | | | | | |
| **Monitoring**  *How will delivery and financial management of the project be monitored and controlled?*  *Please note that projects require (at least) quarterly reporting on delivery and financial performance.* |  | | | | | | | | |
| **Risks**  *What are the key risks of implementing this project and how are you going to manage them*  *Add more lines as required* | **Risk** | | | **Impact** *(if realised)*Low/  Medium/ High | **Like-lihood** *(of occurance)*  L/M/H | | **Management**  *How will the risk be managed and monitored, what are the mitigating actions, and who is the risk owner* | | **Escalation Point**  *At what stage will the management of this risk need to be escalated* |
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| **Stakeholders**  *Who are the people or groups with an interest in this project and/or who will be affected by it? Who can influence its success either positively or negatively?*  *How will you manage your engagement with them*  *Add more lines as required* | **Stakeholders** | | | **Interest**  L/M/H | **Influence**  L/M/H | | **Engagement / Communications plan**  *(How to engage, how often and who by/who to)* | | **Owner** |
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| **Beneficiary Groups**  *State who the main beneficiary groups are, and describe how they contributed to the design and planning of this project?*  *How does the project proposal reflect the wishes/needs of the beneficiaries?*  *(Note: Beneficiaries are those organisations, groups or individuals who are benefitting from the change that the project will deliver)* |  | | | | | | | | |
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| **Authorised signatory for the Implementing Organisation** |  | | | | | | | | |
| **Print name** |  | | | | | | | | |
| **Date** |  | | | | | | | | |