

## **Project Proposal Form - PART A**

### **Guidance for bidding organisations**

There are two templates for the Project Proposal Form. The following guidance explains how to complete the template for projects costing more than £10,000. Those sections marked with \* are not required in the shorter template used for Projects of £10,000 or less.

**Implementing Agency's details:** The bidding organisation's name; address; telephone numbers; contact name(s); website; other contact details or information.

**Project Title:** This should be short and easily understood. It should be a simple, succinct, straightforward statement that captures the main theme of the project.

**Purpose:** Write one sentence that clearly sets out the aim of the project, reflecting the "change" it will help bring about. It should not be a list of activities or outputs, or be more than a single sentence (advisory limit 15-20 words). This should express what will be different as a result of the project and therefore the reason why it should go ahead.

**\*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?

**Cost:** Detail the cost to the FCDO and, if relevant, the cost to co-funders. If relevant, provide costs for future financial years. Note that FCDO may not be able to guarantee to cover the costs beyond the first year.

**\*Co-Funding:** If relevant, provide the name and contact details of any co-funders, including funding source and amount. If there are no co-funding arrangements, explain why the UK should fund this project in full.

**Timing:** Provide the planned start and end dates for the project.

**Detailed Project Budget:** This must be attached to the proposal. A project proposal cannot be considered without a detailed project budget.

The budget may use an Activity Based Budget (ABB): guidance and a template for this are available from FCDO. An ABB breaks down all activity costs into components so it is clear how they are made up and which month particular payments are due. The ABB format is not a requirement and other formats may be used, particularly for projects where it is not possible to set out all the activities and their timing at the outset.

Whatever format is used, bidders should provide as much detail as possible and appropriate. For example, costs for a workshop should be broken down into venue, catering, travel costs etc. Administration costs should be clearly itemised in the budget, be justifiable and kept to a minimum.

Note on equipment purchases: FCDO programmes are not routinely used to buy equipment. Equipment purchases as part of a project must be essential to the outcome of the project, and will only be approved if there is a real project-specific need and if a project implementer could not be expected to hold such equipment as part of its core business operations.

**\*Will the Implementing Partner be sub-contracting any other agencies to carry out elements of the project activities?** If Yes, provide details, explaining the scope and cost of work you intend to sub-contract.

**\*Which country or countries will this project be delivered in?** State the countries.

**\*Have you bid for funding from the FCDO in the past three years?** If yes, provide details of bids made (successful and unsuccessful) and projects implemented.

**Project Plan:** This section sets out *how* the project purpose will be achieved. It should describe the Purpose, Outputs and Activities the project is designed to deliver. The plan should contain as much or as little detail as is necessary to show what the project will do, how it will be delivered and how its success will be measured.

Where relevant, the project plan should provide Indicator(s) or other means of measurement for the Purpose and each Output. Indicators provide a framework for monitoring and measuring progress of the project, and an evidence base for assessing the project's success, and should be appropriate to the type of change the project is trying to bring about.

- **Project Purpose:** State the project purpose/objective. This should be identical to the purpose set out on page 1 of the form. For monitoring, Indicators should provide the following information:
  - Indicator: **what** will be measured;
  - Baseline: a description of the **current status**. What you know now;
  - Sources: Where will **information** to support baseline data and targets come from;
  - Milestones: the key points at which **progress** will be tracked;
  - Target: what the project will deliver; and
  - Date: the date by which the Purpose will be delivered.
- **Outputs:** List all the outputs the project is expected to deliver - the specific results that will be delivered as a direct result of carrying out the project activities. Outputs should be within the control of the project. Do not write Outputs in the form of activities: they are the things that remain after activities are completed. Outputs in the project plan should be relevant to the aims of the project and be sufficient to achieve the project purpose. Add more lines for additional outputs as needed.
- **Activities:** List all the things (Activities) that must happen to deliver each Output. List each Activity under the relevant Output, in date/delivery order where possible. For ease of reference, activities may be numbered (i.e., the first activity necessary to deliver Output 1, would be activity 1.1; the second 1.2 etc). There should be a clear linkage between Activities and Outputs.

Where an Activity Based Budget is used, the Project Plan will provide the main reference point for creating an ABB. The ABB should indicate the component parts of each activity and the month in which the cost will be incurred.

**\*Sustainability:** How will the project ensure benefits are sustained once the project ends? Provide details here of how the benefits of the project will continue to be felt after the UK's project funding comes to an end.

**Gender Equality:** Explain how gender equality issues have been considered and incorporated into this project proposal. It is a UK legal requirement that all projects demonstrate that this has been considered. (The bidding organisation may reference the FCDO "How To" guidance on Gender Equality and any specific guidance on Gender provided by the FCDO Post/Department).

**\*Monitoring:** How will delivery and financial management of the project be monitored and controlled? Note that FCDO project funding arrangements 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? Larger/higher value projects will require a full Risk Management Strategy. Consider risks at all levels of the project, for example: political; administrative; internal; and so on. Note how likely the risk is, and what impact it will have on the successful delivery of the project (Low/Medium/High)

**\*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?

Larger/higher value projects will require a full Stakeholder Engagement & Communications Strategy. List the key stakeholders involved in the project (those who have an interest in the project and who will be affected by it and/or can influence its success either positively or negatively). State how engagement and communication will be managed and who is the key contact within the project; plus the stakeholder's level of influence over and impact on the project (Low/Medium/ High)

**\*Beneficiary Groups:** State who the main beneficiary groups are, and describe how they contributed to the design and planning of this project? (Beneficiaries are those organisations, groups or individuals who will benefit from the change that the project will deliver). How does the project proposal reflect the wishes/needs of the beneficiaries? Are they sufficiently engaged, and does the project proposal reflect their needs?

**Signatures and date:** Sign and date the form and submit to the relevant British Embassy / High Commission / Consulate General / FCDO Directorate.