



## PROJECT PROPOSAL AND BUDGET TEMPLATE

Proposals must include all the sections listed below, each section beginning with its appropriate heading and as far as possible limited to the recommended maximum length (given in brackets). The proposal (not including the budget) should not exceed five pages in total.

### 1. Initiative Group details

- Name of community
- Names of Initiative Group members
- Name of lead project person, phone number and email address:
- Name of deputy leader project person, phone number and email address:

### 2. Name of proposed project

### 3. Statement of need

Explain how you identified the community issue or need the proposed project is designed to address. Describe the involvement of the community and direct beneficiaries in identifying the issue or need.

### 4. Overall objectives and expected results

What is the project designed to achieve?

- What is the overall objective of the project, i.e. what is it intended to have achieved when all the activities have been implemented?
- What are the expected results of the project? Describe these in terms of anticipated outcomes. Try to ensure that the outcomes are measurable.

### 5. Direct beneficiaries and other stakeholders

- Who will be the primary target group(s) or beneficiaries of the project? Be as precise as possible about expected numbers, age-range and gender.
- Briefly describe other stakeholder groups who will be involved or indirectly benefit, and what roles they will play in the project.



## 6. Implementation plan

This section should incorporate:

- A description, in chronological sequence, of the activities that will be undertaken to achieve your project objectives
- A description of the results of each activity
- A description of how beneficiaries will be selected (where relevant)
- A description of how you will coordinate activities among the Initiative Group members, as well as how you will coordinate with project partners (e.g. schools, local authorities, NGOs, parents, the media)

A summary table of activities is strongly recommended, using a format similar to the one below.

ACTIVITIES	PERSON/S RESPONSIBLE	RESULTS	TIME FRAME

## 7. Project monitoring and evaluation

How will you monitor the implementation of your project? What records of activities and results will you produce?

How will you evaluate the success of the project?

## 8. Project Follow-up and Sustainability Plan

Describe how you will ensure the longer-term impact (sustainability) of the project after it has finished. For example (depending on the type of project) describe how the results will be maintained for the benefit of the community in the long term.

## 9. In-kind contributions

Describe participation and contributions from institutions, organizations and individuals. These may be in the form of in-kind contributions (use of premises and/or equipment) and voluntary participation (e.g. other youth volunteers in addition to the core Initiative Group members, teachers, professionals, external experts).



## 10. Risks

Describe any possible problems or obstacles you might encounter in implementing the project. Describe how you will minimize or overcome such problems.

## 11. Budget

The budget must tell the same story as the proposal narrative.

Budget categories will depend on the project but may include equipment, transport, printing and modest fees for external experts. Estimated unit prices for services and products need to be clearly shown in the budget.

### SAMPLE BUDGET FORMAT TO BE ADAPTED FOR SPECIFIC PROJECTS

Categories listed here are examples only; they may not all be appropriate for all projects.

<b>CATEGORY (examples)</b>	<b>ITEM</b>	<b>RATE/UNIT</b>	<b># UNITS</b>	<b>TOTAL</b>
Equipment				
Expert fees				
Volunteer expenses				
Activity costs				
<b>TOTAL</b>				

