**Project Proposal Form**

(Projects worth over £10,000)

**Guidance for completion**

**Introduction**

This guidance is to be followed when completing the Foreign & Commonwealth Office’s “Strategic & Bilateral Programme Fund – Project Proposal Form” for projects worth over £10,000.

Project Implementers, who intend to make a bid for funding, should contact the relevant British Embassy or High Commission and refer to the Programme Strategy for the fund to which they are bidding. When completed, the form will be used by the relevant Programme Board to assess whether the project should be approved for funding.

Implementers must complete all relevant sections of the form.

**Part A (to be completed by the Implementer)**

**Project Title**: This should be short and succinct

**Purpose**: This should be no more than two sentences, clearly stating the change that the project will deliver. This is the reason the project should go ahead

**Cost:** Please provide the total cost of the project and, if there are other donors involved, state how much you are bidding to the FCO for

**Timing:** Please provide the estimated start and end dates for the project

**Implementing Agency:** Please provide full contact details and the name of the lead officer for this project

**Country/Countries covered**: Please state which countries the project will run in

**Previous Funding**: Please provide details of any previous bids you have made to the FCO

**What change will this project deliver in the short term:** Use this box to describe the short term benefits of running this project

**What is the expected longer term impact:** State what the longer term benefits of running this project will be. What will success look like in the years after the project is completed? For example, the project’s purpose may be for the government of a host country to sign up to new legislation. Whilst this may be achieved, the impact will require implementation of the legislation and subsequent enforcement by the courts. In addition, when considering the project purpose and outputs, you may wish to comment here on additional changes or benefits the project may trigger. We will use the information provided here in any evaluation or impact assessment of the project, and will judge the success of the project accordingly

**Is the change sustainable:** Provide details of the organisation or individual who will ensure the benefits of the project continue to be delivered after the project is completed. State whether there is sufficient buy in from the host government and/or beneficiary groups to ensure that benefits will continue to be realised after completion.

**Background:** In no more than 200 words, provide background to the issue this project will change and why the UK is the most appropriate donor.

**Outputs:** Please list all the outputs you expect the project to deliver. These are the specific results that will be delivered. The outputs must be sufficient to achieve the project purpose. *Outputs are what are delivered as a direct result of the related activities and should be within the control of the project.*

**Activities:** List all the tasks which will need to be carried out to deliver each of the outputs. The schedule of activities should set out in date/delivery order, and linked to the relevant output (ie Output 1 should have its activities listed as 1.1, 1.2, 1.3 etc). The activities must be sufficient to deliver the outputs. You must then complete an Activity Based Budget (see below) listing all these activities in the month they will occur and showing the associated cost.

**Milestones:** List here the milestones which will demonstrate success at each stage of the project. These are your indicators of success – what success looks like. You must have milestones/indicators to demonstrate success against the Project Purpose, and can also have milestones/indicators against the outputs and/or activities, depending on the scope and duration of the project. Please set out baseline information, stating clearly what the situation is before the project starts - this will allow you to show how and when the milestone has been reached.

**Activity Based Budget:** This must be completed – the project proposal will not be considered without a detailed ABB. Consider all of the Activities listed to deliver the outputs and estimate their individual costs. Enter the costs in the month you expect the activities to be completed. Provide as much detail as possible, (ie do not state just the figure for a workshop, but break that down into venue, catering, travel costs etc.). Administration costs should not exceed 10% of the total project costs.

**Co-funding:** State whether co-funding has been sought and provide details

**Monitoring**: Implementers will be expected to provide monitoring reports on (at least) a quarterly basis. State here how the project’s progress will be monitored, how often and by whom.

**Risks**: List the key risks involved in running the project and how those risks will be managed. Please note when the risk would need to be escalated to the next level in the management chain. Add more lines as needed. You should consider risks at all levels of the project ie political, administrative, internal etc. Note how likely the risk is, and what impact it will have on the successful delivery of the project (Low/Medium/High)

**Stakeholders**: 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 will be 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 beneficiaries of the project are, and what level of involvement they will have in planning and delivering the project. Are they sufficiently engaged, does the plan reflect their needs?

**Part B (to be completed by the Post)**

**(From Part A)**

**Which Programme is the funding being sought from:** State the name of the relevant Strategic Programme (eg Human Rights, Prosperity etc) or state whether it is to be funded from the Post’s Bilateral Programme Budget

**Which Programme or Country Business Plan Objective does this project help meet:**  State which objective within the Programme Strategy or CBP this project will help deliver

**How will the project deliver that objective:** Provide some background as to why the project is needed to deliver the objective

**Is the project ODA eligible:** Please refer to the ODA guidance on FCONet and state whether the project is eligible

**Contact name and details:** Provide information for the lead project officer

**How have lessons learned been taken into consideration:** Please state how learning from previous projects has/will be used in the planning and delivery of this project. Has sufficient consideration been given to what has worked well or not worked in previous similar projects.

**What consideration has been given to an exit strategy:** Provide information on how the project’s benefits will be taken forward by others when the project is completed.

**Evaluation:** Consider, with the Programme Manager, whether the project will need to be evaluated (projects over £100,000 should be evaluated – but it is not mandatory - and this can be done by staff from within the Programme. Projects over £500,000 must be evaluated, and this must be done by staff outside the Programme). If the project is to be evaluated, the Programme Manager will need to assign funding.

**The implementer:** Please provide background information on the implementing organisation

**Sub-contracting/Procurement:** If the implementing partner will be taking on other organisations/individuals to run certain activities, please read the Corporate Procurement Group guidance on FCONet. The UK is committed to ensuring that we procure goods and services using an open, competitive process that ensures value for money. As part of this, implementing organisations should ensure that any procurement of goods and services is fair and transparent. Implementing organisations can consult UKTI staff at Posts for suggestions of suppliers. Procurement should be in line with EU procurement guidelines [link to FCONet].

**Human Rights Assessment:** Please complete this section after reading the Overseas Security & Justice Assessment guidance on FCONet.

**Cross Cutting Issues:** Please state any impact (positive or negative) that this project will have on issues such as the environment, diversity, gender and human rights.

**Can this project be referred to publicly:** Please consider whether there are any constraints to this project being referred to publicly. If the project can be publicised, please provide a form of words for briefing purposes.

**Post Programme Board:** Provide the details of the Board at which the project is discussed and note any comments/feedback on the project.

**Comments from policy desk:** Please ensure that the relevant policy desk has been consulted and has the opportunity to comment.

**Strategic Programme Board:** The Chair of the Programme Board in London should note comments here.