**Project Proposal Form**

(Projects worth under £5,000)

**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 under £5,000.

Project Implementers, who intend to make a bid for funding, should contact the relevant British Embassy or High Commission. When completed, the form will be used to assess whether the project should be approved for funding.

Implementers must complete all relevant sections of the form.

***To be completed by the Implementer***

**Project Title**: This should be short and easily understood

**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

**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.

**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

**Background:** In no more than 100 words, set out the purpose of the project, provide background to the issue this project will change and state why the UK is the most appropriate donor.

**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)

***Shaded boxes to be completed by the Post***

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

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

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

**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.

FCO Strategic Programme Fund and Bilateral Programme Fund

**PROJECT PROPOSAL FORM**

(For projects **under** £5,000)

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|  |  |
| --- | --- |
| **Project Title** |  |
| **What CBP/SPF Tactical Fund Objective** does this project help meet |   |
| **Is the Project ODA eligible**  | Yes/No |
| **What is the cost to the FCO**  | £ | Please attach an Activity Based Budget *Please note, project funds are paid in arrears.* |
|  |
| **Timing** | Project start date: |  | Project completion date: |  |
| **Implementing Agency** *Name and Contact Details* |  |
|  |
| **Background***In no more than 200 words, provide the background to the issue this project will change, and what the project will actually deliver and by when. You will be asked for a written report at the end of this project*  |  |
| **Risks***What are the key risks in implementing this project and how are you going to manage them* | **Risks** | **Management** | **Owner** |
|  |  |
| **Post Programme Board comments and decision** |  |
| **Approved by** |  |
| **Date** |  |
| **Can this project be referred to publicly**, or are there sensitivities that would preclude publicity.If public, please provide an unclassified form of words describing the project, which can be used in briefing materials. |