**Guidelines for Proposal Form**

Please refer to the following guidelines in completing the Proposal Form:

**Title**- Project name

**Purpose**- The purpose must highlight what is to be done or achieved and what **change** the project will bring.

**Project Summary-** The project summary must include:

* Project Objective/ Description- State the project objectives including scope and timeframe
* Project Background
* Clearly identified business case (why is there a need for this project)
* Expected Business Results

**Project Purpose/ Objective**

[Clearly identify main outputs/ deliverables and the activities linked to these deliverables.](file:///C%3A%5CUsers%5Cjjoe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5COutlook%20Temp%5CProjectPlan%20Template.doc#_Toc233017503)

**Sustainability-** Sustainability must include:

* Project Structure
* Roles and Responsibilities of parties involved
* Evidence that the Project’s benefits will continue after our funding comes to an end
* Evidence that the project has the necessary stakeholder support