

Full Project Proposal Form
(Projects between £10,000 and £80,000)

Guidance for Implementers

Introduction

This guidance is to be followed when completing the Foreign & Commonwealth Office's "Strategic & Bilateral Programme Fund – Project Proposal Form" for projects between £10,000 and £80,000.

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 is to be completed by the Implementer

Project Title: This should be short and easily understood

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

Short Project Summary: In no more than 200 words, explain what the project plans to achieve and how: how will the Outputs deliver the Purpose; how activities will deliver each Output; what difference will be made on the ground over the next few years; and why the UK is the most appropriate donor.

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

Activity Based Budget: This must be completed – the project proposal will not be considered without a detailed ABB (example attached). 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 must be kept to a minimum and should not exceed 10% of the total project costs.

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

Will the Implementing Partner be sub-contracting any other agencies to carry out elements of the project activities: If yes, please provide full details

Project Plan: This is the section under which you need to detail how the project purpose will be achieved; setting out each Output and Activity, along with how the successful delivery of the Outputs and Purpose will be measured.

- **Purpose/Objective:** State the project purpose/objective – this must be identical to the purpose set out at the top of Part A of the form.
For projects above £80,000 we require a clear explanation of how you will measure how well the project purpose has been achieved. You will need to set out the following for the Project Purpose
 - *Indicator: what will be measured*
 - *Baseline: the current status*
 - *Sources: where will the information on the baseline data and targets come from*

- *Milestones: the key points at which progress will be tracked*
- *Target: what the project will deliver*
- *Date: the date by which the Purpose will be delivered*
- **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 delivered as a direct result of the related activities and should be within the control of the project.
- **Activities:** List all the tasks to be carried out in order to deliver each output. List each activity under the relevant Output, in date/delivery order. Each activity should be numbered (ie, the first activity necessary to deliver Output 1, would be activity 1.1; the second would be 1.2 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.

Please add more lines for additional Outputs as needed.

Sustainability: Provide details here of how the benefits of the project will continue to be felt after the UK's funding comes to an end.

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 (both within the implementing organisation and the relevant British Mission). Add more lines as needed. You should 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: 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)

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Now please sign and date the form before passing it back to the relevant British Embassy or High Commission.