

**British Embassy Buenos Aires Projects Fund**

**PROJECT PROPOSAL FORM**

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| **Project Title** |  | | | |
| **Purpose**  *This must be NO MORE than one sentence, clearly setting out the “change” to be delivered* |  | | | |
| **Short Project Summary**  *In no more than 200 words explain what the project plans to achieve and how (setting out how the Outputs will deliver the Purpose/Objective, and how the activities will deliver each relevant Output), and what difference will it make on the ground over the next few years?* |  | | | |
| **Cost**  *What is the* ***TOTAL*** *cost of the Project*  *Of this total, please detail the cost to the British Embassy and, if relevant the cost to co-funders*  **Please note project funds are paid in arrears (reinbursement of spend afterwards).** | **Total Costo of the Project** | **USD (US dollars)** | | |
| **Cost to be covered by the British Embassy**  **To be spent by end of November 2018** | *US Dollars* | **Cost to Co-funders** | *US Dollars* |
| **Timing** | Planned start date: |  | Planned completion  Date (no later than end November 2018): |  |
| **PLEASE ATTACH A FULL ACTIVITY BASED BUDGET (in Excel). Proposals without an activity based budget will not be considered**  The Activity Based Budget must match the activities and timings set out below | | | | |
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| **Implementing Agency**  *Name; Address; Telephone Numbers; Email; Website* |  |
| **Will the Implementing Partner** be sub-contracting any other agencies to carry out elements of the project activities? If Yes, please provide details  *Good procurement procedures must be followed – please refer to Annex C of the FCO Grant Contract* | Yes/No |
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| **Project Plan**  Based on the information provided in the Summary, use the table below to set out the Purpose, Outputs and Activities to be delivered.  List the Outputs and the Activities that will be needed to deliver them. | |
| **Project Purpose/Objective:** | |
| **Output 1:** | |
| Activities linked to Output 1 | 1.1  1.2  1.3  etc.. |
| **Output 2:** | |
| Activities linked to Output 2 | 2.1  2.2  2.3  etc.. |

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| **Output 3:** | | | | | | |
| Activities linked to Output 3 | | 3.1  3.2  3.3  Etc.. | | | | |
| *ADD MORE LINES AS NEEDED* | | | | | | |
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| **Sustainability**  *How will the project ensure benefits are sustained once the project funding ends?* | |  | | | | |
| **Risks**  *What are the key risks in implementing this project and how are you going to manage them*  *Add more lines as required*  *You should also think here about when risks should be escalated* | **Risk** | **Impact** Low/  Medium/ High | **Like-lihood**  L/M/H | **Management**  *How will the risk be managed and monitored, what are the mitigating actions, and who is the risk owner* | **Escalation Point**  *At what stage will the management of this risk need to be escalated* | |
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| **Stakeholders**  *Who are the people or groups with an interest in this project and who will be affected by it and/or can influence its success either positively or negatively?*  *How will you manage your engagement with them*  *Add more lines as required* | **Stakeholders** | **Interest**  L/M/H | **Influence**  L/M/H | **Engagement / Communications plan**  (How to engage, how often and who by/who to) | **Owner** | |
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| **Signature of Implementing Agency Lead Contact** |  | | | | | |
| **Date** |  | | | | | |