**PROJECT PROPOSAL FORM**

*For projects over £80k*

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| **Project Title** |  |
| **Purpose**  *This must be NO MORE than one sentence, clearly setting out the “change” to be delivered* |  |
| **Context and Need for the Project**  *In no more than 200 words, provide the background to the issue this project will change, what the expected final Outcome will be, and (where applicable) why the UK should fund this project* |  |
| **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?*  This question will be looked at again during any Evaluation of this project, and when an Impact Report is done. The success of the project will largely be judged on what is said here |  |

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| **Cost**  *What is the* ***TOTAL*** *cost of the Project*  *Please detail the cost to the FCO and, if relevant the cost to co-funders*  *If relevant, please provide costs for future Financial years. Please note, the cannot guarantee funding for future years*  *Project funds are paid quarterly in arrears.* | **FY 16/17** | **£** | | |
| *Cost to FCO* | *£* | *Cost to Co-funders* | *£* |
| **FY 17/18** | **£** | | |
| *Cost to FCO* | *£* | *Cost to Co-funders* | *£* |
| **Co-Funding**  *Has funding for this project been sought from other donors (EU, DfID, other countries), Private institutions or the host government?*  If Yes, please provide details including source and amount. If No, why not, and were options for doing so explored? | Yes / No | | | |
| **Timing** | Planned start date: |  | Planned completion  date: |  |
| **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 | | | | |
| **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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| **Implementing Agency**  *Name; Address; Telephone Numbers; Email; Website* | |  | | | | | | | |
| **Country or countries covered** | |  | | | | | | | |
| **Have you bid for funding from the FCO in the past three years?**  *Please provide details of any bids made and/or projects implemented* | |  | | | | | | | |
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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. Give the Indicator(s) for the Purpose and each Output, along with the Baseline information, what the target to be reached is, and when it will be delivered by, along with milestones (checkpoints) at which progress will be measured.  This will allow you to monitor and measure progress throughout the Project, and provide clear evidence of the Project’s success  *Indicator = what will be measured (eg the number of people who will be trained; the increase in positive perceptions of an issue)*  *Baseline = the current status (eg no training exists; current perceptions are x% positive)*  *Sources = where will the information on the baseline data and targets come from (eg data from research carried out by the implementer; open source data)*  *Milestones = the key points at which progress will be tracked (can be specific dates/events or the regular quarterly reports – but provide indicative dates for the latter)*  *Target = what the project will deliver (eg 100 people trained; 50% increase in positive perceptions)*  *Date = the date by which it will be delivered* | | | | | | | | | |
| **Purpose/Objective:**  *eg: To strengthen the capacity of Country X’s Ministry of ...... to reduce instances of fraud in processing of applications* | | | | | | | | | |
| Indicator(s) | Baseline | | Sources | | | Milestones | | Target & Date | |
| 1. *Changes in fraud detection rates* | 1. *Xx no. per year* | | *Ministry of Home Affairs Human Resources Department* | | | 1. *xx% increase from baseline by ....* | | 1. *xx% increase from baseline by xx date (eg end of project)* | |
| **Output 1:** *eg: Training programme delivered* | | | | | | | | | |
| Indicator(s) | Baseline | | Sources | | | Milestones | | Target & Date | |
| *e.g. Number of staff trained and certified* | *0* | | *Ministry of Home Affairs Human Resources Department* | | | *x.x.2015 When course content agreed*  *x.x.2015 When first course delivered*  *etc...* | | *100 staff trained and certified by ...* | |
| Activities linked to Output 1 | 1.1  1.2  1.3  etc.. | | | | | | | | |
| **Output 2:** | | | | | | | | | |
| Indicator(s) | Baseline | | Sources | | | Milestones | | Target & Date | |
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| Activities linked to Output 1 | 2.1  2.2  2.3  etc.. | | | | | | | | |
| **Output 3:** | | | | | | | | | |
| Indicator(s) | Baseline | | Sources | | | Milestones | | Target & Date | |
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| Activities linked to Output 3 | 3.1  3.2  3.3 | | | | | | | | |
| *ADD MORE LINES AS NEEDED* | | | | | | | | | |
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| **Sustainability**  *How will the project ensure benefits are sustained once the project funding ends?* |  | | | | | | | | |
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| **Monitoring**  *Please note that the Grant Contract specifies the need for (at least) quarterly reporting on progress and finances* | How will the monitoring be carried out and by whom *eg site visits, regular meetings etc* | | | | | | | | |
| **Risks**  *What are the key risks in implementing this project and how are you going to manage them*  *Add more lines as required*  *Larger/higher value projects will require a full Risk Management Strategy. You should consider whether one is needed for this project.*  *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*  *Larger/higher value projects will require a full Stakeholder Engagement & Communications Strategy. You should consider whether one is needed for this project.* | **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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| **Beneficiary Groups**  *Describe the level of participation of beneficiary group(s) in planning the project*  *Does the plan reflect the wishes/needs of the beneficiaries*  *[Beneficiaries are those organisations, groups or individuals who are benefitting from the change that the project will deliver]* |  |
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| **Signature of Implementing Agency Lead Contact** |  |
| **Date** |  |