**PROJECT PROPOSAL FORMAT**

1. **PROJECT DESCRIPTION**
   * Project Title: **(PROJECT TITLE)**
   * Type of Project: (education-training/ health-medical mission/ arts exhibit, etc.)
   * Project Proponent/s: (Name of organization)
   * Number of Beneficiaries: (no. of households and individuals)
   * Project Beneficiaries: (Urban poor, women, youth, etc.)
   * Location of Beneficiaries: (address of beneficiaries)
   * Date of Implementation/Duration: (Start date/number of implementation days)
   * Area of Project Implementation: (address where project was implemented)
   * Budget Requirement: (overall amount of budget requirement)
   * Contribution Per Member: (state amount to be contributed)
2. **BACKGROUND/SITUATION ANALYSIS**

* What prompted the project?
* Is there an existing concern or potential problem that you want to address?

1. **PROJECT OBJECTIVES**

|  |  |
| --- | --- |
| **OBJECTIVES** | **STRATEGIES** |
| What does the project hope to achieve? | What are the strategies that must be done to meet the objectives? |

1. **DESIRED IMPACT AND OUTCOME OF THE PROJECT**
   * What are the long term effects of the project? (Economic, social, cultural, institutional, environmental, technological, etc.)
   * What are the specific measures to sustain the project?
   * What are the linkages with other initiatives or reforms in the sector and other development or governance concerns?
2. **RISK MANAGEMENT PLAN**

* What are the risks and factors that may hamper or hinder the successful implementation of project activities and achievement of project outputs?
* What are the measures that would mitigate the adverse effects resulting from such risks?

1. **PROJECT ORGANIZATION AND STAFFING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Office/Staff Designated** | **Responsibilities** | **Contact Person** | **Contact Details** |
|  |  |  |  |
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1. **PROJECT WORK PLAN**

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| --- | --- | --- | --- | --- | --- | --- |
| **PHASES OF THE PROJECT (DATE)** | **ACTIVITIES** | **OUTPUT / TARGET** | **INDICATORS** | **PERSON IN CHARGE** | **RESOURCES NEEDED** | **COST** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

***\*\*****Note: Include Gantt chart if possible*

1. **DETAILED BUDGET REQUIREMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Line Item** | **Description** | **Amount Needed** | **Proposed Source/s** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **OTHER RELEVANT INFORMATION**

May include any other information that will support the request for funding, such as:

* Brief enumeration of other stakeholders who pledged support to the project
* Other projects that are lined-up to complement the current initiative.

1. **ATTACHMENTS**

* Profile/brochure of the organization
* Endorsement and recommendation letters
* Other documents to support the request