

## PROJECT PROPOSAL FORMAT

### I. 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)
- Budget Requested: (state amount requested)

### II. BACKGROUND/SITUATION ANALYSIS

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

### III. PROJECT OBJECTIVES

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

### IV. 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?

### V. 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?

## VI. PROJECT ORGANIZATION AND STAFFING

Office/Staff Designated	Responsibilities	Contact Person	Contact Details

## VII. PROJECT WORK PLAN

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

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

## VIII. DETAILED BUDGET REQUIREMENT

Budget Line Item	Description	Amount Needed	Proposed Source/s

## IX. 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.

## X. ATTACHMENTS

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