

Project Proposal Template

1. Basic information

Project title:
Sector/Area:
Community:
Project Start Date:
Project end Date:

Partner(s) information and contact details:

Name of partner institution from recipient country:	Name of any other partner institution:
Name of project leader:	Name of project leader 2:
Title:	Title:
Email:	Email:
Telephone number:	Telephone number:

1.5 Total cost: *estimated funding requested*

2. Project description

2.1 Background and justification

Briefly describe the proposed project, explain the rationale for the project, the need for improvements in this particular sector / area, the efforts that have been undertaken so far and the value-added that the project is expected to bring.

2.2 Contribution to the national development plan or the sector strategy of the recipient country

2.3 Linked projects (*other national and international initiatives*)

Briefly describe earlier activities and projects in this area showing any connections with each other and this project.

Briefly describe any relevant current activities being undertaken by other parties, such as the national government of the recipient country or other international institutions.

3. Overall objective(s)

Describe the long-term social and/or economic impact (benefits) to which the project will contribute and describe why the project is important for the recipient country and for society. The overall objective is not expected to be achieved by this project alone; external factors outside the scope of the project are important for the fulfillment of the overall objectives.

4. Objective of the project

Describe the objective and expected outcomes, or direct effects, of the project. These are the benefits which the recipient country derives from the project. The purpose states why the project is needed by the recipient country.

5. Expected Results

Describe the service(s) the recipient country will receive from the project, i.e. what the project will be responsible for delivering.

Also, list the indicators of achievement, which should be verifiable and time-bound.

6. Activities

Describe the activities that will be put in place to achieve the results. It is recommended to present them in a log frame because it will simplify the process of elaborating the work plan.

7. Budget

Describe resources needed to implement the project.

8. Implementation schedule (indicative)

Insert table with a calendar of activities or indicative milestones

9. Sustainability

After the project implementation ends, the project can continue by itself, without external support, and the project purpose is sustainable in the long term. This presupposes that effective mechanisms are put in place by the recipient administration to disseminate and consolidate the results of the project.

ANNEXES to the project proposal

1. Results framework matrix in standard format
2. Work plan