|  |
| --- |
| Executive Summary |
| Summary of the Proposed Project |
| Total Funding Requested |
| Amount Requested: | Time Period: |
|  |  |
| Lead Contact(s) | Organisation |
|  |  |
| Phone |  | Address |  |
| Email |  |
| Problem Statement |
|  |
| Proposed Intervention |
|  |
| Evidence That the Intervention Will Address the Issue |
|  |
| Brief Overview of the Applying Organisation and its Vision |
|  |
| Date Proposal Submitted | Proposed Start Date |
|  |  |
| Project/Programme Duration | Proposed End Date |
|  |   |
| Project Objectives |
| 1.2.3. |
| Targeted Population |
|  |
| Reason For Selecting Target Population |
|  |
| Project Oversight / Governance |
|  |
| Project / Programme Activities |
|  |
| Planned Project Outcomes |
|  |
| Communications Plan |
|  |
| Sustainability Plan |
|  |

**Budget**

|  |
| --- |
| Funding Requested |
|  |
| Other Funding Sources (if applicable) |
|  |
| Budget Breakdown |
|  |
| Timeline of Spending |
|  |
| Expected Ongoing / Future Maintenance Costs |
|  |

**Projected Costs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Year: | **Ongoing Change** |
| **Current Baseline** |  | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep**  | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** |
|  | **Planned trajectory** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Applicants Capacity & Experience**

|  |
| --- |
| Brief Description of the Applying Organisation |
|  |
| Relevant Organisational Experience & Qualifications |
|  |
| Resources and Capability |
|  |
| Key Personnel & Responsibilities |
| Name | Role |
|  |  |

**Project Monitoring & Evaluation**

|  |
| --- |
| Key Performance Indicators |
|  |
| Benchmarks or Targets |
|  |
| Reporting and Monitoring Plan |
|  |
| Evaluation Plan |
|  |

**Outcomes & Benefits**

|  |
| --- |
| Expected Outcomes |
| Short Term | Medium Term | Long Term |
|  |  |  |
| Evidence Base for Expected Achievement of Outcomes |
|  |
| Potential Negative Impacts / Consequences of the Change |
|   |
| Key Milestones |
| Milestone Description | Date Expected to Be Achieved |
| 1.2.3.4.5.  | 1.2.3.4.5. |
| Evaluation Plan |
|  |
| Risks | Mitigations |
|   |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Sustainability / Maintenance Plan |
|  |

**Action Timeline**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Year: | **Ongoing Change** |
| **Current Baseline** |  | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep**  | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** |
|  | **Planned trajectory** |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
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