|  |  |  |  |
| --- | --- | --- | --- |
| 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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