Full project proposal template

Part – A – Implementation Plan

PROJECT BACKGROUND

- Context and project justification (max 600 words)
- Link to relevant international, regional, national strategies and legal frameworks, relevant policies and institutional arrangements (Max 400 words)
- Relationship to 10YFP programme(s) and to the focus of the Call for Proposals *(Explain how the project responds to the focus of the Call for Proposals and how it will substantially advance the implementation of the Programme(s) and hence contribute to the shift to SCP patterns).* (Max 600 words)

Objectives of the SSFA

Project objective(s) and outcome (Max 600 words)

Detailed Project Activities (A.1, A.2,)

Activity	Detailed description	Outputs/Deliverables	Delivery date
A.	A.1 Description	A.1 expected output	A.1 DATE
	A.2 Description	A.2 expected output(s)	A.2 DATE
B	B.1 Description		
	B.2 Description		

PROJECT LOGFRAME:

1. Project Outcome[1]	Indicators	Means of Verification	
Insert a project outcome	*[All indicators should have a measurable Baseline and Target listed in brackets]*	*Insert both data source and method for measuring progress against indicator target*	
Project milestones that show progress towards achieving the project outcome			**Expected Milestone for each Jan-June, Jul-Dec reporting period**
Milestone 1 [2] *Insert*			*Insert* **Month/Year**
M2 *Insert*			*Insert* **Month/Year**
M3 *Insert*			*Insert* **Month/Year**

[1] **Outcomes** : The uptake, adoption or use of project outputs by the project beneficiaries . Observed as change of Behavior, Attitude/Action, Condition, Knowledge or Skill

[2] **Milestones:** Are benchmarks (not activities) that represent attainment of a project stage or project achievement that show progress towards project outcomes and outputs. Milestone attainment should be strictly answerable with a "yes" or "No" answer.
Outcome milestone will often show progress on a particular outcome indicator target, but can also be a major significance benchmark , believed to lead to the outcome

... *Insert*		*Insert* **Month/Year ...**
2. Project Outputs³	**Indicators**	**Means of Verification**
A) *Insert first project output*	*Insert Indicator (plus measurable baseline and target in brackets)*	*Insert both data source and method for measuring progress against indicator target*
Project output Milestones:		**Expected Milestone for each Jan-June, Jul-Dec reporting period**
M1 *Insert one milestone for the first six month period for the first project output*		*Insert* **Month/Year**
M2 *Insert one milestone for the second six month period for the first project output*		*Insert* **Month/Year**
M3 *Insert one milestone for the third six month period for the first project output*		*Insert* **Month/Year...**
M4 *etc*		*Insert* **Month/Year...**
B) *Insert second project output*	*Insert Indicator (plus measurable baseline and target in brackets)*	*Insert both data source and method for measuring progress against indicator target*
Project Output Milestones:		**Expected Milestone for each Jan-June, Jul-Dec reporting period**
M1 *Insert one milestone for the first six month period for the second project output*		*Insert* **Month/Year**
M2 *Insert one milestone for the second six month period for the second project output*		*Insert* **Month/Year**
M3 *Insert one milestone for the third six month period for the second project output*		*Insert* **Month/Year**
M4 *etc*		*Insert* **Month/Year...**

IMPLEMENTATION ARRANGEMENTS

- Description of project responsibility and management arrangements

ACTIVITY	Responsible Partner and their roles	Other Partners
A.1		
A.2		
...		

Risks and mitigation: *(Describe the main risks and obstacles, likelihood of risk, related mitigation measures, responsibilities)*

Sustainability: *(Describe the ability and potential to sustain the activity after the end of the project)*

Replicability: *(Describe the ability and potential to scale-up over time, and to replicate in different contexts)*

Outreach and awareness raising: *(Outline the outreach and awareness raising activity that will support the achievement of expected benefits and results)*

Part – B

Activity based budget

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³ **Outputs** *: are the products, capital goods and services delivered by the project. Outputs relate to the completion of activities and managers have a high degree of control over them*

Cost Category	Notes	Quantity	Unit	Unit Cost (US$)	2016	2017	2018	Total cost (US$)
Activity 1:								
Component sub-t								
A.1 Sub-Total								
Activity 2:								
Component sub								
A.2 Sub-Total								
Activity 3:								
Component sub-t								
A.3 Sub-Total								
Activity 4:								
Component sub-t								
A.4 Sub-Total								
Activity 5:								
A.5 Sub-Total								
Total per year								
TOTAL GRANT AMOUNT								

Detailed guidelines to the development of the budget are provided in a separate "Budget guidelines" document.
Please note that 5% of the project budget should be allocated to "monitoring and evaluation" activities to be undertaken by the TRC focal point assigned to the project.