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**Template Project Proposal**

1. **Title and summary of the project**

Please summarize the context of the project, problem, objectives, actions to be carried out and expected results (300 words maximum)

1. **Presentation of the project leader and main partners**

Please precise below the following elements:

* Will you be the funding recipient?
* Exact name of your organization and contact details of the person in charge of the project:
* Financial capacity (annual budget, etc.) :
* Partners (if applicable) :
* Main areas of intervention and objectives:
* Your experience (other implemented projects, etc.) :

1. **Description of the project**

**(a) Context of the project**

* What is the project area and the issue addressed?
* What is the starting situation?
* Has there been any former project? If yes, please describe.
* What is the social, economic and cultural environment of the project?
* What are the favorable and limiting factors?

**(b) Objectives of the project**

Describe here the goals sought by the project. (Please be sure to distinguish objectives and means or activities).

**(c) Beneficiaries of the project**

* Who are the indirect or direct beneficiaries of the project?
* What is the expected number of beneficiaries?
* Who are the beneficiaries (women, youth, migrants, etc.)?

**(d) Allocated means**

Please describe the necessary resources mobilized to achieve the objectives, distinguishing physical means and human resources.

**(e) Expected results**

* What will be the main achievements of the project?
* What are the expected results?

1. **Project structure**

* What types of actors will the project be implemented with? According to which methodology and strategy will the project be implemented?
* Who will be responsible for managing the project?
* Which control bodies will be in charge of monitoring the progress of the project over time?

1. **Monitoring and evaluation**

*The monitoring allows throughout the project to ensure and verify the smooth running of the project and in particular the activities planned in the work schedule.*

*The evaluation aims to measure the degree of achievement of the initial objectives of the project and therefore the impact of the project.*

* Therefore, could you specify the indicators foreseen to monitor and evaluate the various stages of the project?

1. **Main risks of the project**

* Please describe below the steps that will be taken to ensure that the decrease or cessation of funding does not undermine the actions undertaken and does not compromise the results achieved by the project.
* Identify the risks involved in implementing the project.

1. **Budget estimate**

The budget should give an idea of the size of the project and should specify the different types of actions envisaged by the project while informing about the priorities.

* Therefore, could you please indicate the breakdown of the total cost by specifying each item of expenditure related to the realization of the project?
* In addition to the financial contribution requested, could you please indicate (in volume and percentage):

- your own contribution and those of the beneficiaries (eg contribution to work, volunteering, use of premises, equipment, own funds, etc.);

- the financial contribution of the partners to the project (eg to list the acquired and planned contributions of the different partners involved in the project).