

Project Proposal Document

(Community Priority Project-CPP Grant)

Project Title:

Community:

Parish:

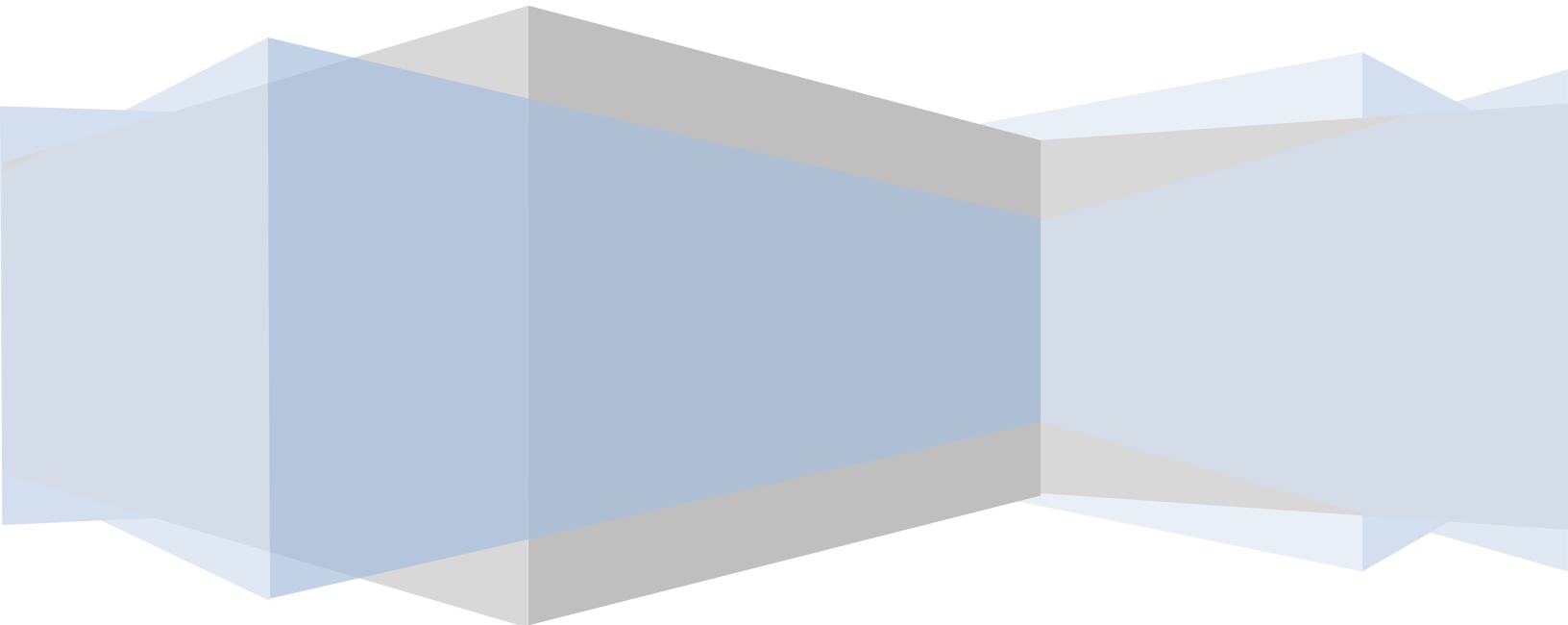


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PROPOSAL

1. APPLICANT SUMMARY

Name of Organization :

Organization Type :

Formation Date :

Organization's main focus :

Address :

Parish :

Website :

Office email :

Office Telephone #s :

Name & Signature of two
Executive Members : _____

: _____

Date of Submission : _____

Organization's Executive/Project Committee:

Name	Position/Title	Address	Contact #s

2. **Project Title:** _____

3. **Project Type** (indicate in matrix below)

#	Project Type (Category)	<input checked="" type="checkbox"/>
1	Physical Infrastructure (also state type e.g. school, sport facilities, community centre etc.)	
2	Environmental	
3	Educational/Skills Training	
4	Cultural/Heritage	
5	Community Safety & Security	
6	Physical Infrastructure (also state type e.g. school, sport facilities, community centre etc.)	
7	(Other) Social—specify type	

4. **Project Expected Start Date:** _____

5. **Project Expected End Date:** _____

6. Project Overview [a short summary of the project and includes objectives, activities and total budget] i.e. What is the money going to be used for... Why do you need this money?

7. Context [BRIEF PROFILE of community which includes **relevant** data on the project environment- **community problem(s) and/or root causes to be resolved...those which the PROPOSED project will contribute to their resolution**]

8. Project Aim [overall benefits resulting from the project *that is* - GENERAL CHANGE anticipated e.g. **Improved literacy levels**]

9. Project Objectives [the specifics of the project.... What will be achieved e.g. **40 persons trained in computer technology over the next 12 months**]

- 1.
- 2.
3. Etc.

10. Targeted Groups [incl. project beneficiaries—both direct & indirect]

11. How will the Target Group/Beneficiaries be involved in the Implementation of the Project ?

12. Project Implementation Schedule [a plan describing the **sequence** of activities and resource allocation. Include timelines.]

Activity	Resource Allocation \$	Timeframe in Weeks															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

13. Project Budget*

Particulars	Quantity	Unit Cost \$	Amount Requested (from Funder SDC) \$	Community's Contribution \$	Other Contributions (state funder) \$	Total Cost \$
(A) TOTAL Amount Requested (from Funder SDC) \$ =				↓	↓	GRAND TOTAL=
(B) TOTAL Community Contribution \$ =						
(C) TOTAL from Other Contribution(s) \$ =						

** N.B. Justify Budget Line Item(s), if the least cost on invoice is not used*

(A) Total Amount Requested from Funder SDC: \$ _____
 (B) Total Community's Contribution: \$ _____
 (C) Other Contribution(s): \$ _____

Grand Total Project Cost: \$ _____

14. Project Personnel [names, roles, responsibility of persons directly involved in the project]

Name	Position/Role	(Area of) Responsibility

15. Monitoring & Evaluation [the activities to monitor and evaluate the project **throughout & after project implementation**]

16. Project Sustainability/Maintenance



Appendix