

Project Proposal by *(CSO name)*

**1. General**

Title:

Duration:

Location:

**2. CSO credentials, background**

*(Describe why and how your organization is best suited to undertake this endeavor - organizational capacity and relevant experience, including track record in similar projects/activities/work with target groups. If the project involves CSO applicant and partnership with another CSO in terms of co-implementation, provide same information for partner CSO.)*

**3. Project background**

*(Elaborate on the issues the project is addressing and provide context analysis)*

**4. Strategy, goals, objectives and results**

*(Describe the strategic approach to meeting the programme objectives as described in the Call for proposals, including the plan for outreach to and engagement of target group, as well as any other aspect relevant to target groups)*

**5. Planned Activities**

*(Provide list and detailed description of project activities, with clear indication of how they will contribute to the project goals and results)*

**6. Partnerships**

*(Provide information on partnerships needed to achieve project results, as well as applicant`s capacity to mobilize relevant partnerships. Provide details about partners/collaborators needed to successfully implement the project and their roles. If the CSO will have partnership with another CSO in terms of co-implementation, explain in detail roles and responsibilities of the partner CSO)*

**7. Risks and mitigation measures**

*(Elaborate on identified risks and proposed mitigation measures)*

**8. Project Personnel**

*(Describe project management personnel arrangement, rationale for selection, short summaries of their professional background if already known. Also, provide detailed strategy for engagement of technical staff, i.e. experts/consultants to be engaged as mentors, trainers, etc, including criteria and model for recruitment, professional profiles, etc.)*

**9. Monitoring and evaluation**

*(Describe overall monitoring and evaluation plan.)*

**10. Workplan**

*(Provide workplan overview using the indicated table)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Overview per month**  | **Indicator** | **Indicator - Final target** |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |
| 1.1. |  |  |  |  |  |  |  |  |
| 1.2. |  |  |  |  |  |  |  |  |
| .. |  |  |  |  |  |  |  |  |
| .. |  |  |  |  |  |  |  |  |
| .. |  |  |  |  |  |  |  |  |

**11. Budget Outline**

*(Provide detailed budget using the indicated table, as well as narrative budget description. In case of in-kind or other contributions, indicate those through adding one column at the end of the table)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Category** | **Unit** | **Number of units** | **Price per unit** | **Total** | **Amount partner organisation/s are implementing, if there is one** |
| **HUMAN RESOURCES AND ADMINISTRATION** (UP TO 20% OF TOTAL BUDGET) |
| **1.** | **HUMAN RESOURCES (PROJECT MANAGEMENT)** |  |  |
|  |   |   |   |   |   |   |
|  |   |   |   |   |   |   |
|  |   |   |   |   |   |   |
| **2.** | **OFFICE COSTS** |  |  |
|  |   |   |   |   |   |   |
|  |   |   |   |   |   |   |
|  |   |   |   |   |   |   |
| **PROJECT ACTIVITIES** |
| 1. | Activity 1 (name of the activity) |
|  |  Planned cost 1..  |   |   |   |   |   |
|  |  Planned cost 2.. |   |   |   |   |   |
|  |  Planned cost 3.. |   |   |   |   |   |
| 2. | Activity 2 (name of the activity)  |
|  |  Planned cost 1.. |   |   |   |   |   |
|  |  Planned cost 2.. |   |   |   |   |   |
|  |  Planned cost 3.. |   |   |   |   |   |
| 3. |  Activity 3 (name of the activity)  |
|  |  Planned cost 1.. |  |  |  |  |  |
|  |  Planned cost 2.. |  |  |  |  |  |
|  |  Planned cost 3.. |  |  |  |  |  |
| …. |  |  |  |  |  |  |
| **TOTAL** |  |  |