



INSTRUCTIONS

Each Project Proposal Application must include a summary page containing the following information:

- a. Project title:
- b. Name of implementing agent(s):
- c. Project location:
- d. Proposed starting date:
- e. Project duration:
- f. Amount requested from LRF
- g. Implementing agent inputs:
- h. Other donor inputs:

The Project Proposal Application for Funding Form has five sections:

- I. Background and justification of the project
- II. Objectives of the project
- III. Expected results of the project
- IV. Project implementation and management
- V. Project budget

I. BACKGROUND AND JUSTIFICATION

This section should provide a brief introduction to the current social or economic situation related to the project. The background should also describe:

- a. The problem or critical issue which the proposal seeks to address
- b. Whether there are other programs and activities which will complement the proposal
- c. How the need for the project was determined
- d. How intended beneficiaries were involved in project identification and planning
- e. What kind of resources the implementing agents will provide

Finally, the section should describe the relevant experience and capabilities of the project Implementing Agent, and the type and level of resources that the Implementing Agent will provide for project planning, implementation management and follow up.

II. OBJECTIVES

A. Development objectives

This section should describe the way in which project objectives are addressed in terms of specific programs and how the proposed project will relate to these strategies and policies.

The discussion should indicate the specific objectives to which the proposal, if successful, is expected to contribute, and how this is expected to contribute to improved well being and livelihood of the project beneficiaries and the larger community.

B. Immediate objectives

This section should describe what the project is expected to achieve in terms of effects among intended beneficiaries. Specifically, the section discusses what changes are expected to occur among intended beneficiaries if project operations are successful. Changes can include new and improved technical skills and knowledge, increased income-generating capacities, and greater public awareness at the community, national, regional or international levels.

III. PROJECT IMPLEMENTATION AND MANAGEMENT PLAN

A. Expected project results

This section should describe the overall results that the project is expected to accomplish and whether there may be unintended effects of the project, and how these possible challenges will be addressed.

The discussion should indicate in quantitative terms, to the extent possible, what the project will produce through its planned activities and budget.

B. Project activities and work plan

This section should describe how each immediate project objective will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity. This can be summarized in a simple table.

C. Project Beneficiaries

This section describes who and how many people are expected to benefit from the project, both directly and indirectly. It should also discuss how intended beneficiaries have been involved in project design, and their expected role in project implementation and evaluation.

D. Implementing agent management of project

This section should describe:

- a. Who will be responsible for planning and management of project operations as well as the roles of other bodies and organizations associated with the project?

- b. What arrangements will be established to ensure that there will be effective coordination with other relevant programs and activities?

This section should also discuss whether project operations are expected to continue, or expand to other areas, once the current phase of assistance is completed. This could include plans for introducing self-financing provisions to ensure continued viability of operations on project completion.

IV. PROJECT MONITORING AND EVALUATION

This section should discuss proposed mechanisms and procedures for monitoring of project operations to ensure that activities occur as planned, that they remain directed towards stated objectives, and that appropriate corrective action is taken if required.

Specifically, the discussion should indicate who will be responsible for preparing periodic project progress and final technical reports and for the accounting of expenditures, to be submitted to the Len Ragozin Foundation. All projects need to be evaluated on completion. This section should also identify the party who will be responsible for this task, as well as how intended beneficiaries will be involved.

V. BUDGET

The budget for the funds requested from the Len Ragozin Foundation should be submitted with the initial proposal. An additional budget should be prepared to describe the budget components to be financed by the Project Implementing Agent and other parties participating in the project.

A description of the budget line items are:

Project Personnel:

The resources of the Len Ragozin Foundation can finance project personnel needed to plan and carry out the project or specialized consultant services required to accomplish a specific project objective. Salaries and consultancy fees should be reflective of local prevailing conditions.

Consultants: for personnel working for less than six months on the project. Job description/Terms of Reference should be included in project document.

Administrative Support: for clerical and related support tasks.

Official Travel of Project Personnel.

For all personnel items job descriptions should be included in project document.

Subcontracts:

This component pertains to specialized services provided the project by an outside contractor. Each subcontract will require a separate budget line; subcontractor terms of reference should be attached as an annex to the project document.

Training:

Group training and study tours: organized training programs and study tours; group training normally does not exceed two months and study tours normally are one month or less

In service training: cost of individual and group training organized for the project.

Equipment:

Expendable equipment: items of equipment, supplies or training materials valued at less than \$400.

Non-expendable equipment: items of equipment valued at \$400 or more or which have a serviceable life of five years or more. NOTE: Normally, the resources of the Len Ragozin Foundation will only support acquisition of equipment needed for the specific project associated with the RFP.

Premises: Project costs related to renting of space

Miscellaneous:

Operation, Maintenance and Repair of Equipment: operation and maintenance of project equipment that cannot be covered by the project Implementing Agent.

Publications and Report Costs: which may include the reproduction of a reasonable number of copies of project materials and final reports.

Sundry and Communications: official postage, communications and incidental supplies.