1. **Identifying Data**

* Title of the Project
* Project Site
* Target Beneficiaries
* Nature of Assistance Requested
* Proponent or Applicant

Name and Address

* Total Project Cost
* Amount Requested
* Counterpart Contribution
* Project Duration
* Endorser (religious)

1. **Project Background**
   * + 1. **Project Rationale**

*Community Profile*

What is the general situation of the people in the target area? Give a brief description of the economic, socio-political, cultural, environmental situation, etc.

*Problem Statement*

What are the specific problems/needs that the project wants to address?

* + - 1. **Project Proponent**

What is the proponent’s track record/experience? Give information also about its history and its present mission, objectives, and programs/services.

1. **Project Objectives**

What are the project’s long-term and short-term objectives (based on the problems/needs identified)?

If possible, identify quantitative and qualitative outputs or effects/impact that the project wants to accomplish.

1. Project Implementation
2. **Strategy** (What is the major strategy that will be used to attain the project’s objectives?)
3. **Implementation Plan** (Determine the phasing of activities and the time-table or schedule of activities. Enumerate and describe in detail the activities that will be carried out, including the person/s responsible.)

*Below is a sample of an implementation plan*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activities | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Person/s responsible |
| Phase 1-Preparatory Phase   1. Project (re)orientation 2. Formation of implementing body/ commit-tee 3. Selection of beneficiaries   \*home visits  \*consultations   1. Training   \*training needs analysis  \*selection of participants  \*invitation of resource persons  \*training on project management | \*  \*  \* | \*  \*  \*  \* | \*  7-9 |  |  |  |  |  |  |  | President  Officers  Ed. Com. |
| Phase 2 - Implementation   1. Release of loans   \*signing of contracts  \*actual release   1. Implementation of projects 2. Collection of loans 3. Monitoring/Evaluation   \* home visits  \*organizational  meetings |  |  |  | \* | \*  \*  \* | \*  \* | \*  \* | \*  \*  \* | \*  \* | \*  \*  \*  \* | Project Com.  Beneficiaries  Proj. Com.  Proj. Com.  President |
| Phase 3 – Post-Implementation |  |  |  |  |  |  |  |  |  |  |  |

1. Management
2. What is the structure for implementation? Describe the organizational set-up/structure and the staffing requirements to be adopted in project management and implementation. Define the roles, functions and responsibilities of the staff or the people involved in the project.
3. What is the system for monitoring and evaluation?
4. Project Cost
5. Categorize the financial requirements of the project under administrative and project costs. Project costs should include all expenses directly incurred to implement the projects including salaries of project personnel. Administrative costs include salaries of support staff and expenses for office maintenance.
6. Present in detail all the items and costs for project implementation and show the organization’s counterpart contribution (including funds accessed from other sources) and the amount requested. The following format may be followed:

|  |  |  |  |
| --- | --- | --- | --- |
| Particular | Counterpart | Amount Requested | Total Project Cost |
|  |  |  |  |
|  |  |  |  |
| thereer;e\\ |  |  |  |
| Total |  |  |  |

1. The Foundation may fund only a part of a project that is within its purpose. But the total budget of the whole project must be submitted.
2. Project Continuity

What are the continuity plans (financial and management)?