**Cover Page**

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| 1. Name of the Project: |
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| 1. Location: |
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| 1. Name of Requesting Organization: |
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| 1. Requested Amount |
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| 1. Name and Contact Information for Point of Contact: |
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| 1. Duration of Project (Start and end date): |
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| 1. Signature and Date of Authorized Representative: |
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| **Name of the Project** |
| This is the title that you will give the project. The name of the project can include the following information: 1. What the project will do (action); 2. The target group, activity, or crop (object); and 3. Where the project will take place (location).  Example: Construction (action) of home gardens (object) in the municipality of Piraera, Lempira (location) |

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| **Background** |
| The background includes a description of the requesting organization including the year it was established, its vision and mission, how it is organized (e.g., general assembly, board of directors, representatives of different communities), and the objectives of the organization. It also includes a description of where the activity will take place. Where possible it will provide information disaggregated by sex about the organization’s members or the number of men and women in the community. |

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| **Summary of the Project** |
| The description should be written clearly and concisely. It describe the main objectives of the project, the main activities, and where these will take place. The description will also indicate factors that will lead to success, for example the commitment of local community members to supporting the project or the strength of the organization, or experience in managing financial resources. Where necessary, this section will describe any indicators that will be used to measure progress. |

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| **Rationale** |
| The rational will describe why this project should be funded. It will describe the problems the project aims to address. It should be written to convince its audience that the funding will alleviate or mitigate the problems identified.  For example: Rehabilitation of potable water infrastructure in Candelaria, Lempira. In the communities in southwest Candelaria, many women and girls invest significant time and physical effort transporting water to their homes. Girls are often pulled out of school so they can collect water and women forgo investing in income-generating activities. The rehabilitation of existing potable water infrastructure in Candelaria will reduce the time women and girls spend collecting potable water by rehabilitating access points that are closer to the community. |

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| **Objectives of the Project** |
| General objective: This describes the impact the project aims to achieve. There should only be one general objective. The objective starts with a verb.  Specific objectives:  These are the specific action the project will take to achieve the general objective. These begin with a verb. There may be multiple. |

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| **Location of the Project** |
| This section provides a brief description of where the project will take place. |

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| **Beneficiaries** |
| This section describes the number of men and women, girls and boys who will be targeted for the project’s activities. It can describe both direct beneficiaries (i.e., individuals who are directly involved in the project’s activities) and indirect beneficiaries (i.e., individuals who live in the area where activities will take place but who are not directly benefitting from the project’s activities).  A table, like the one below can be used to summarize this information.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Men | Women | Girls | Boys | Total | | Direct Beneficiaries |  |  |  |  |  | | Indirect Beneficiaries |  |  |  |  |  | |

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| **Counterpart Funding** |
| This section describes how the community or direct beneficiaries will contribute financially or in-kind to the project. |

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| **Anticipated Results and Outcomes** |
| This section describes the anticipated results or change is expected at the end of the project. |

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| **Methodology** |
| This section describes how the project will be implemented. It addresses how the community will be involved, the different activities that will be implemented, and the steps that will be taken to ensure the success of the project. |

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| **Work Plan** |
| This section will describe each activity, the objective of the activity, the timeline, and who will be responsible. It can be presented as a table like the one below.   |  |  |  |  | | --- | --- | --- | --- | | Activity | Objective | Start and end date | Responsible person(s) | |  |  |  |  | |

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| **Budget** |
| This section presents the budget. The budget is normally presented in a table format like the one below. The amount being requested and the counterpart funding is presented.  Request Amount   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Line item | Description | Unit Price | Quantity | Total | |  |  |  |  |  | |  |  |  |  |  |   Counterpart Funding   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Line item | Description | Unit Price | Quantity | Total | |  |  |  |  |  | |  |  |  |  |  | |

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| **Monitoring and Evaluation** |
| This section describes how the project will be monitored and evaluated. What kinds of indicators will be used? How will the monitoring take place? It will also describe how sustainability will be achieved. |