| **Project Title** |  | |
| --- | --- | --- |
| **Name of Applying Institution** |  | |
| **Brief Introduction to Applying Institution** *(Maximum 100 words)* |  | |
| **Contact Details** | Name | Address |
| Telephone | Email |
| **Partner Organisation 1**  *(add/delete lines as needed)* |  | |
| **Contact details for Partner Organisation 1** | Name | Address |
| Telephone | Email |
| **Partner Organisation 2**  *(add/delete lines as needed)* |  | |
| **Contact details for Partner Organisation 2** | Name | Address |
| Telephone | Email |
| **Have all the partners confirmed their participation in this project?** | Yes/No | |
| **Please list the key staff/consultants who will deliver the project (CVs of key personnel can be attached as an appendix to the application)**  *(Maximum 100 words)* |  | |

**SECTION ONE: Applicant and Partner Details**

**SECTION TWO: Project Description**

| **Project Purpose**  *This must be NO MORE than one sentence, clearly setting out the “change” to be delivered* |  | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Timing** | Planned start date: | |  | | | Planned completion  date: | |  | |
| **Co-Funding**  *How much co-funding (in GBP) have you secured (if any)?* |  | | | | | | | | |
| **Project Funding**  *What is the* ***total*** *cost of the project?* | **FY16/17 total** | **£** | | Funding cost: | £ | | Co-funding cost: | | £ |
| **FY17/18 total** | **£** | | Funding cost: | £ | | Co-funding cost: | | £ |
| **FY18/19 total** | **£** | | Funding cost: | £ | | Co-funding cost: | | £ |
| **Context and Need for the Project**  *In no more than 200 words, provide the background information and context around the issue that the project will address.* |  | | | | | | | | |
| **Project Summary**  *In no more than 200 words, please explain what the target outcomes of the project are and how it aims to achieve these?* |  | | | | | | | | |
| **Project Impact**  *In no more than 200 words, please explain what impact the project will make in the short and medium-term.* |  | | | | | | | | |
| **Beneficiary Groups**  *In no more than 150 words, please explain how this plan reflects the wishes/needs of the beneficiaries.*  *Beneficiaries are the organisations, groups or individuals who will benefit from the change that the project will deliver.* |  | | | | | | | | |
| **Innovation**  *In no more than 150 words, please explain what is innovative about your project.* |  | | | | | | | | |
| **Sustainability**  *In no more than 150 words, please explain how this project will be sustained once the funding ends and how you will ensure the long-term impact of the project.* |  | | | | | | | | |

**SECTION THREE: Risk Management, Monitoring and Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risks**  *What are the key risks in implementing this project and how are you going to manage them?*  *(Add more lines if needed)* | **Risk** | **Impact**  Low/  Medium/ High | **Likelihood**  Low/  Medium/ High | **Management**  *How will the risk be managed and monitored, what are the mitigating actions, and who is the risk owner?* | |
|  |  |  |  | |
|  |  |  |  | |
| **Monitoring and evaluation**  *What are your key performance indicators (KPIs) and project milestones? How will the project be monitored and evaluated against those KPIs and milestones?* | **Baseline** | **Milestones** | | **Key Performance Indicators** | **Evaluation Methods** |

**SECTION FOUR: Project Log-frame**

*The log-frame is a simplified version of your project design. It is a useful tool to verify the consistency of your project design by checking both the vertical and horizontal logic underlying the matrix.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HIERARCHY OF OBJECTIVES**  *This is the rationale for the project and needs to relate to objectives of this call for proposals identified in the thematic areas e.g. To mitigate the negative impact of xxx on xxx*. | | | **OBJECTIVELY VERIFIABLE INDICATORS**  *Indicators are important for monitoring and evaluating the project. It is important to answer the question “when and how and on what basis will we know when we have achieved what we set out to do?” Indicators should always include a quantity, quality and time statement.* | | **MEANS OF VERIFICATION**  *These are sources of information used to verify your accomplishments such as publications, statistics, surveys, reports etc.* | **ASSUMPTIONS**  *Must hold true for the project to be implemented successfully within the given timeframe are defined.* |
| **Impact** | | | | | | |
|  | | |  | |  |  |
| **Outcomes** | | | | | | |
|  | | |  | |  |  |
| **Output 1** | | | | | | |
|  | | |  | |  |  |
| **Activities Linked to Output 1** | | **Target Audience** | **Means** | **Baseline** | **Milestones** | **Target and Date** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| **Output2** | | | | | | |
|  | | |  | |  |  |
| **Activities Linked to Output 2** | | **Target Audience** | **Means** | **Baseline** | **Milestones** | **Target and Date** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| *ADD MORE LINES FOR OUTPUTS AND ACTIVITIES AS NEEDED- Copy and paste the “Output and Activities Linked to Output” Block* | | | | | | |

**SECTION FIVE: Key Project Contact and Sign-Off**

|  |  |
| --- | --- |
| **Name of bidding organisation** |  |
| **Key contact person** |  |
| **Signed** |  |
| **Date** |  |