**PROJECT PROPOSAL TEMPLATE**

1. **SUMMARY INFORMATION:**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Type of Project:** | *(e.g. education-training/health-medical mission/ arts exhibit, etc.)* |
| **Project Proponent:** | *(Name of organization, contact person and details)* |
| **Project Beneficiaries:** | *(e.g. urban poor, women, youth, etc.)* |
| **Number of Beneficiaries** | *(specify if households or individuals)* |
| **Project Site/s:** |  |
| **Project Duration:** | *(start and end dates)* |
| **Total Project Cost:** |  |
| **Amount Requested from MBFI:** |  |
| **Check Payee:** |  |

1. **EXECUTIVE SUMMARY** *(1-2 pages)*
2. **BACKGROUND CONTEXT AND RATIONALE OF THE PROJECT**

*(Include brief socio-economic profile of the project beneficiaries)*

1. **PROJECT GOALS AND OBJECTIVES**
2. **PROJECT IMPLEMENTATION AND MANAGEMENT PLAN**
3. **Expected Project Results/Outcomes/Outputs**
4. **Project Components, Activities, and Workplan** *(with Gantt chart)*
5. **Project Management Structure** *(include person/s in charge and contact details)*
6. **PROJECT MONITORING AND EVALUATION**

*Discuss proposed mechanisms for monitoring project operations to ensure that activities occur as planned, that they remain directed toward stated objectives, that expected outputs and outcomes are achieved, and that appropriate corrective action is taken if required. Include person/s in charge of M&E.*

1. **RISK MANAGEMENT PLAN** *(if applicable to your project)*

* *What are the risks/factors that may hamper the successful implementation of project activities and achievement of project outputs and outcomes?*
* *What are the measures you will take to mitigate the adverse effects resulting from such risks?*

1. **PROJECT SUSTAINABILITY PLAN**
2. **PROJECT BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Description** | **Cost** | **Funding Source/s** |
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|  |  |  |
| --- | --- | --- |
| **Total Project Cost** |  |  |
| **Amount Requested from MBFI** |  |  |

1. **OTHER RELEVANT INFORMATION**

May include any other information that will support the request for funding, such as:

* Brief enumeration and description of other stakeholders who have pledged support to the project
* Other projects lined up to complement the current initiative

1. **ATTACHMENTS**

* Profile/brochure of the organization/project proponent
* Endorsement and recommendation letters
* Other materials to support the request, e.g. photos of beneficiaries