

PROJECT PROPOSAL FORMAT

Notes

- i. Project proposals should not exceed ten pages (excluding the attachments, cover sheet and table of contents).
- ii. Please forward project proposals to florence.louis@utt.edu.tt
- iii. Please ensure that all the requested information is provided.

The Project Proposals should contain the following:

1) Cover Sheet (Please use the attached Cover page format)

In all cases the Cover Sheet should be signed by an authorised official of the organisation which will administer and be held accountable for the grant funds. The project title should be short and descriptive.

2) Table of Contents

Please include a table of contents listing the contents of your submission as well as the attachments that you wish to be considered.

3) Executive Summary

The Executive Summary is a short, precise summary of your project proposal. Please ensure to include a brief outline of your project description and how your project contributes to the achievement of national development.

4) Organisation (This information will be provided by the International Office and Grant Funding Unit)

Please describe your organisation and address each of the points below:

- Mission, goals and mandate for your organisation
- Structure of organisation
- Ownership of the Organisation
- Partners for this project and their role in the project (if applicable)
- Institutions impacted
- Impact on the non-university Tertiary Education sector
- Impact on National Development

5) Project Description

Background

Please describe the need for the project and how the proposal was developed. Explain why the project is being proposed, how it relates to indicator achievement and how it is innovative. If the project is proposed by more than one organisation, or will involve more than one organisation in the implementation process, please explain the nature of the partnership required.

Overall Purpose/objective of the Project

The description of the purpose of the proposed project should be directly related to the priorities outlined in the EDF Sector Policy Support Programme Indicators, and should be as clear, concise and focused as possible. It should include the project's purpose, goals, specific objectives, method, and anticipated impact.

Objectives need to be stated in measurable terms and be specific and consistent with the statement of need and the purpose of the proposed project. Objectives should be formulated as a clear statement of what is expected to be achieved through project implementation. These expected "outcomes" should be measurable and conceptually related to the objectives and goals of the Sector Policy Support Programme and the Goals outlined in Medium-Term Policy Framework.

Describe the activities that will comprise project implementation.

6) Project Work Plan

This section of the proposal should present the detailed work plan for the project. This should cover how the project objectives will be accomplished, what outcomes will be produced, what needs to be done and by whom, how the work will be organised, within what time frame, and how the outcomes of the project will be monitored and reports supplied to the EDF Steering Committee. Provide a schedule of work outlining the project's objectives, strategies, outcomes, main tasks and timelines. The use of a project log frame may prove to be useful.

7) Human Resources

Please describe how and by whom the proposed project will be managed and executed and identify how the knowledge, skills and abilities required for implementation will be met.

8) Project Site (Geographic, Physical, Virtual, other)

Please describe the proposed project site to be used and the criteria for its selection (if applicable).

9) Project Monitoring (Progress Reporting)

This section should contain a description of how the organisation will monitor the progress and the outcomes of the project and its contribution to indicator achievement.

10) Proposed Budget

Your proposal should include a detailed Budget Justification explaining an estimate for each line item.

If applicable, support from collaborating agencies and other funding sources that contribute directly to the project should be itemised in the budget by source, amount and duration.

11) Attachments

There is no limit to the number of pages allowed for the attachments, documentation from other funding agencies, letters of agreements with partners for the project, letters of support from other community groups or organisations. You may also forward copies of other materials that may assist the Project Selection Committee in considering your application.