

FORM FOR SUBMITTING A PROJECT

Written request: a letter to the head of the organisation expressing their desire for the project to be coordinated by it.

1. PROJECT NAME

Give the project a name which reflects its purpose. This can also make it more attractive.

2. INFORMATION ON THE LOCAL PARTNER

The local organisation. The applicant. The local Partner (beneficiary Centre)

- General information on the local Partner: full official name, legal status, year of incorporation/establishment, address and means of contact (fax, e-mail, telephone number...), contact person. Other information on the Centre: contracted personnel, voluntary workers...)
- Documents on its incorporation if they exist.
- History of the presence and work in the zone

INFORMATION ON THE LOCALITY IN WHICH THE PROJECT IS TO BE IMPLEMENTED

- General country background and specific environment of the project site: geographical, historical, demographic, social, economic, political, education, healthcare, religious, ethnic... details
- A map of the zone identifying the implementation site or locality.

3. PROJECT BACKGROUND

Explaining the background to the idea of implementing the project submitted and the parties and stakeholders involved

4. INFORMATION ON THE PROJECT BENEFICIARIES

- Description of the beneficiaries: their number, ages, social and economic status, important cultural features and other data of relevance for the implementation of the project
- Description of the problems and needs of the beneficiaries.

5. PROJECT RATIONALE

- The rationale underlying the decision to implement the particular project, indicating whether other alternatives were suggested.
- Who took the initiative for this and who took the decision about what is to be done and the way of doing it?

6. DETAILED DESCRIPTION OF THE PROJECT

- The objectives of the project.
- Quantifiable and measurable results expected
- detailed description of the activities needed to achieve the planned objectives and results.
- Timetable for their implementation and the total duration of the project.
- The resources needed to perform these activities: human, technical and material.
- Detailed budget in relation to these resources.
- Pro-forma invoices for the goods, equipment and more materials included in the budget.

7. SUSTAINABILITY OF THE PROJECT

- The undertakings of the Partner (the Centre, Province ...) to carry the completed project forward and maintain it.
- Endorsement by the Provincial Curia (when the project exceeds €6,000. In other cases it is advisable for the Province to be familiar with the project).
- Explanation of the manner in which the operating and maintenance costs will be covered once the project is completed (staff costs, routine management costs etc). The existence of any draft agreements with private or public institutions and undertakings to co-operate in support of the project (submit copies of letters and agreements).

8. OTHER DOCUMENTATION

- Letters of support for the local organisation in general and the project which is being submitted in particular: from the beneficiaries, the local, regional, central, Church authorities, and other corporation organisations etc.
- With regard to constructions, documentation on the ownership of the land, construction plans, a technical report, works estimate and authorisations and permits; in some places it may be necessary to have an environmental impact assessment. All this should be drawn up by the engineers and technicians.

N.B. this document has been drafted by the ST JOHN OF GOD FUNDRAISING ALLIANCE. COORDINATION OFFICE (UMICOI, AFMAL, OH-Ireland and Juan Ciudad ONGD).