**Proposal Template**

**Background:**

300 words max- please elaborate why it is important to implement the project and what impact it will bring to the beneficiaries

**Introduction and qualifications of the organization:**

500 words max-please introduce the applicant organization and elaborate why it is qualified to implement the project.

**Activity planning:**

|  |  |
| --- | --- |
| **Name of activity 1:** |  |
| **Description** | 300-400 wordsPlease highlight ‘what’, ‘who’, and ‘how’ |
| **Timeline** | Please indicate the timeline for this activity  |
| **Key milestones** | Time 1 (For example by June 15th)Please firstly define 3-4 key deadline and elaborate what achievement could be delivered by this deadline- for example instructors recruited, schools identified and etcThis will be used as a tracker for project implementation | Time 2 | Time 3 | Time 4  |
| **Budget (USD)** | Please categorize the budget into several aspects in US Dollar:Fees paid to individuals, including expert consultancy fee, coordinator’s stipend, instructor’s stipend and etcCost for travel, accommodation relatedCost for purchasing any equipment, including softwareOther cost |
| **Focal point** | Please identify the person who will be mainly responsible for the activity implementation |
| **Any other issues** | Please clarify any other issues you want to mention, including if you are expecting any supports from UNFPA and other organizationsPlease also include any major assumption and risk identified for completing this activity |
| **Name of activity 2:** | Please follow the same format if there are more activities  |
| **Description** |  |
| **Timeline** |  |
| **Key milestones** |  |
| **Budget (USD)** |  |
| **Focal point** |  |
| **Any other issues** |  |

**Total proposed budget (USD):**