

I. General Information

- Title of the project
- Location
- Duration
- Target beneficiaries (number, sectoral grouping, income level)
- Total project cost (in pesos)
- Amount requested
- Proponent's counterpart
- Other sources (if applicable)
- Name of proponent organization
- Contact person, address, telephone and fax numbers (*necessary to provide phone numbers*)

II. Project Concept and Design

A. Project Description

- Outline the problems and needs of the target beneficiaries and briefly describe how the project intends to address these.
- What criteria were used in selecting the target beneficiaries? (*include brief profile of beneficiaries*)
- Include a short statement of the goal and objectives of the project?

B. Project Implementation Plan (PIP) - Complete the PIP form addressing the following:

Project Implementation Plan (PIP) Format

Components and Activities	Timeframe/Schedule	Expected Outputs	Resource Requirements	Cost Estimate and Fund Source (PHP)				Remarks
				Grant Fund	NGO/PO Counterpart	Other Sources	Total Cost	

- Components and Activities – enumerate the project components and specific activities to be implemented.
- Timeframe/Schedule – indicate when the specific activities will be implemented including start and completion dates.
- Expected Outputs – identify the target results/outputs expected from the activity/activities to be undertaken.
- Resource Requirement – list the significant human and material resources required to undertake the activities.
- Cost Estimates – provide a costing or all major items/components and proposed source of funding.

C. Repair and Maintenance Plan

- What arrangements will be made to meet costs of repair and maintenance?
- Who will have custody of the materials? Where will they be stored?
- Where will you get funds for the repair and maintenance?

III. Implementation Arrangements and Institutional Capability

- Indicate the organizations and individuals (including the beneficiaries) who will be involved in the proposed project.
- Describe their various roles and responsibilities to the project from project planning, implementation, monitoring and evaluation.
- Provide details of relevant experience and capability of the proponent organization and all others concerned in implementing and managing the proposed activities (track record).
- List of past projects implemented. If funded, indicate donor and the form of assistance given.

IV. Benefits and Justification

- Enumerate the benefits expected from the project.
- Describe the distribution of benefits among men and women.
- Discuss the project's potential impact on women.
- Will the project need additional funding in the future? (Please provide cash flow projection)
- Discuss the organization's guidelines for control and use of income derived from the project.

V. Potential Risks

- Identify the possible risks and common causes of failures in projects of this type.
- What are the chances of them occurring during the life of the project?
- What measures will be implemented to reduce, if not eliminate, these risks?

VI. Environmental Effects

- Describe the project's possible positive and negative implications on its immediate environment.
- Present specific measures to minimise any foreseen negative effects.

VII. Checklist of Required Annexes

- Proponent organisation's registration documents (certificate and by-laws)
- Evidence of availability of counterpart (notarised)
- Latest audited financial (income and expenses) statement (notarised)
- Latest bank statement of account certificate (photocopy of passbook)
- Map/sketch of the project site (with landmarks and main roads)
- Original certified quotation (NOT canvass form) from 3 suppliers indicating breakdown for each item/bill of materials requested and with contact information
- Letters of recommendation from government/non-government organization
- Board resolution designating its authorized representative to negotiate and sign document in behalf of the organisation and stating that the organisation is requesting financial assistance from the Embassy
- If applicable, lay-out or blueprint of proposed project involving construction (e.g. water system, building)
- Map/sketch of project site
- Certificate of good credit standing from any private and government lending institution with which the association/cooperative has availed credit