**PROJECT PROPOSAL TEMPLATE[[1]](#footnote-1)**

|  |  |
| --- | --- |
| **Proposal date & version**  | **dd/mm/yyyy** **Version Number:** |
| **Title**  |  |
| **Area (such as transport, social affairs, water etc…)** |  |
| **Name of Promoter(s) (specify lead promoter in case of consortium)** |  |
| **Geographical scope (regional/sub-regional/transnational)** |  |
| **Location**  |  |
| **Countries involved (and regions/towns if applicable)** |  |
| **Proposed starting date (mm/yyyy)**  |  |
| **Project duration (in months)** |  |
| **Total Cost (in Eur)**  |  |
| **Contribution of the promoter (and/or secured from donors)** |  |
| **PROJECT SCOPE***Include a short summary of 5-6 lines of the project explaining what are the main objectives and activities* |  |

CONTENT

1. Project Scope
2. [Background and Rationale](#Background_and_Rationale)
3. [Objectives and Expected Results](#Objetives)
4. [Management and Implementation](#Project_management)
5. [Monitoring and Evaluation](#Monitoring)
6. [Budget and Financial Plan](#Budget)
7. Contact details
8. Annexes

CONTACT UfM Secretariat: *Please return the proposal to info@ufmsecretariat.org*

*For further information please visit: http://ufmsecretariat.org/*

1. **Background and Rationale**

LOCATION | Geographical location of the project implementation (country (ies), region, city as relevant)

*Describe if project will be implemented in different geographical areas, if it will include pilot cases as well as if there is possibility to replicate the project.*

BACKGROUND |sectorial, social, economic, political[[2]](#footnote-2)

*Detail key features and challenges for the targeted countries and regions with respect to the sector(s), theme(s) of the project.*

RATIONALE | Issues addressed, experiences and added-value[[3]](#footnote-3)

*Explain the rationale for the project as well as the process of its preparation (including any consultation and participatory process) and the efforts that have been undertaken by the participating countries, national organisations and international actors along with the added value that the project is expected to bring.*

*Give an overview of findings and lessons learnt from past experiences.*

*Explain the link to the national strategy to which the project is related (if any).*

***Please note that a letter of endorsement of the project from the lead administration – sector ministry, regional council etc – from each participating country must be submitted at the latest prior to the final appraisal by the UfM Secretariat. Only civil society projects not linked to the development or implementation of public policies are excluded from this requirement.***

RELEVANCE TO UFM| UfM priority areas, Mediterranean strategies, cross-cutting issues

*Describe the compliance with UfM priorities, project guidelines and criteria.*

**II.** **Objectives and Expected Results**

OBJECTIVES | Relevance according to UFM projects or activities

1. Long-term objectives

*Describe the long-term social and/or economic impact (benefits) to which the project shall contribute, and describe why the project is important for the recipient country and for the region. The overall objective is not expected to be achieved by this project alone; external factors outside the scope of the project are relevant for its fulfilment.*

1. Project specific objectives

*Highlight the specific objectives that the project shall achieve at the end of its implementation*

BENEFICIARIES|

*Identify and quantify direct and indirect beneficiaries*

EXPECTED RESULTS | Impact

*Explain the quantifiable results at the end of the implementation of the project ( e.g.: number of enterprises created, number of students trained etc.) and the impact for stakeholders*

**III.** **Project Management and Implementation**

ACTIVITIES and WORK PLAN| Main actions[[4]](#footnote-4)

*Describe the project components and activities per component*

DURATION & TIMELINE| Implementation Steps

*Complete the* [*annexed table*](#table_calendar_activities) *with a calendar of activities*

PROMOTER(S) | Description[[5]](#footnote-5)

*Describe the profile of the promoter and his experience in project management, specifically as regards to the issues to be addressed*

PROJECT GOVERNANCE| Management and coordination mechanisms[[6]](#footnote-6)

*Outline responsibilities for planning and managing the project operations and explain the roles of associated bodies and organizations within the project.[[7]](#footnote-7)*

*Describe the coordination mechanisms foreseen with other relevant national and international stakeholders, programmes and activities.*

**IV. Monitoring and Evaluation**

RISKS and ASSUMPTIONS[[8]](#footnote-8) |

*Identify the main risks related to the project and give an overview of mitigating measures, including conditions to be met prior to and during the implementation as well as elements evidencing the sustainability of the proposed action.*

MONITORING AND SUSTAINIBILITY[[9]](#footnote-9)|

*Briefly give an overview of key indicators foreseen for measuring progress.*

*Once the project implementation ends, the project should be able to continue and the project should be sustainable in the long term. Briefly describe the mechanisms, including financial mechanisms which shall be put in place to disseminate and consolidate the results of the project and ensure its financial sustainability.*

EVALUATION|

*Indicate foreseen evaluation processes whether mid-term, at the end of the project or ex-post*

**V. Budget and Financial Plan**

BUDGET | Cost and expenses

*Complete the* [*annexed table*](#table_budget) *with the project budget. Only relevant cost categories applying to the specific type of project need to be completed – the mention “not applicable” should be inserted if the proposed cost categories are not relevant for the project in question.*

FINANCING PLAN |

*Complete the* [*annexed table*](#table_financing_plan) *for the financing plan.*

*Specify amount of self-financing, sources and amounts of already secured funding.*

*Describe contacts already undertaken with potential funders and foreseen potential funders to be approached.*

*Specify for each category, the nature of funding (grants, loans etc.)*

**VI. Contact details**

|  |
| --- |
| **Contact and signature:** |
| Promoter | Contact person | Phone | Email |
|  |  |  |  |
| Date : | Signature : |

1. **Annexes**

Calendar of Activities

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Description of activity* | *Month 1*  | *M 2* | *M3* | *M4* | *M 5* | *M6* | *M7* | *M8* | *M9* | *M10* | *M11* | *M12* |
|  | x |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Estimated cost Year 1** | **Estimated Costs Year 2** | **Total**  |
| BUDGET  | Unit | Number of units | Unit cost (EUR) | **Total Year 1** | Unit\*\* | Number of units | Unit cost (EUR)(f) | **Total Year 2** | (EUR) |
|  | \*\* | (a) | (b) | (d) = (a)\*(b) |   | (e)  | (g) = (e)\*(f) | (d)+(g) |
| **1. Staff costs** |  |  |  |  |  |  |  |  |  |
| 1.1.  | Rate |   |   |  |   |   |   |  |   |
| 1.2.  | Rate |   |   |  |   |   |   |  |   |
| 2. **Cost of Consumables and Supplies** |   |   |   |  |   |   |   |  |   |
| * 1. **Works**
 |  |  |  |  |  |  |  |  |  |
| * 1. **Equipment**
 |  |  |  |  |  |  |  |  |  |
| **3. External experts** |   |   |   |  |   |   |   |  |   |
| **4.Communication/ Dissemination** |  |  |  |  |  |  |  |  |  |
| **5. Travel Costs (including accommodation and allowances)** |   |   |   |  |   |   |   |  |   |
| **6. Conferences/ Events related to the project** |   |   |   |  |   |   |   |  |   |
| **7. Other implementation contracts (specify)** |   |   |   |  |   |   |   |  |   |
| **8. Reporting and Evaluation** |   |   |   |  |   |   |   |  |   |
| **9. Contingency reserve** |  |  |  |  |  |  |  |  |  |
| **10.Other (please specify)** |   |   |   |  |   |   |   |  |   |
| ***TOTAL*** |  |  |  |  |  |  |  |  |  |
| \*\* Units in which these costs are measured, e.g. for staff could be hourly rate, daily rate, monthly rate.  |  |  |  |  |  |  |  |

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| Financial PlanSources of Funding |  |  |  |  |  |  |  |  |
|  | Name Organisation | Type of financial instrument/Nature of Funding | Timeframe | % of Total | Total  |
| 1. Financial Contribution from Project Promoter (Own resources) |   |   | Year 1 | Year 2 | Year 3 | Year 4 |   |   |
| 2. In-Kind contribution from Promoter |   |   |   |   |   |  |   |   |
| 3.Revenues generated by the project | **N/A** |  |  |   |   |  |   |   |
| 4.Contributions from third parties/Funders (commitment or firm pledge) |  |  |  |   |   |  |   |   |
| 5.Potential Contributions from third Parties (Funders already approached) |  |  |  |   |   |  |   |   |
| 6.Envisaged Contributions from third Parties (Funders yet to be approached) |  |  |  |   |   |  |   |   |
| 7.Requested fund-raising from UfM |   |   |   |   |   |  |  |   |
| **Total sources of funding**  |  |   |  |   |   |  | 100% |   |

1. The first project proposal should not exceed 15 pages (annexes not included) [↑](#footnote-ref-1)
2. This section should not exceed one page [↑](#footnote-ref-2)
3. This section should not exceed two pages [↑](#footnote-ref-3)
4. This section should not exceed three pages [↑](#footnote-ref-4)
5. This section should not exceed one page [↑](#footnote-ref-5)
6. This section should not exceed one page [↑](#footnote-ref-6)
7. For all proposals receiving the UfM label, the promoter(s) has to sign a Memorandum of Understanding with the UfM Secretariat, detailing the respective roles and responsibilities in the implementation of the project, will need to report on project progress and display the UfM logo in all documentation and communication on the project. [↑](#footnote-ref-7)
8. This section should not exceed one page [↑](#footnote-ref-8)
9. This section should not exceed one page [↑](#footnote-ref-9)