

Title of Project

(Always use Times New Roman font, size 12, with no Header or Footer.)

Basic project information

Title of Project:

Duration:

Project coordinator:

Key Implementing Unit:

1. Summary of Project

Brief overview of the project.

2. Rationale

Outline the current situation; identifying needs or problems to be addressed and how they affect our primary constituents – the students and our member countries and how the proposed project will address this/these. This is similar to a “needs assessment” required for some projects. You should build a case for why this project is important for USP to support.

2.1 Background

2.2 Problems to be addressed

2.3 Relationship to Strategic Plan

Describe how this project relates to and fulfils the goals and objectives of the University’s strategic plan. If this is not a USP-wide project, then also relate it to your Faculty, Institute, or Divisional plan. Also indicate how this project integrates with the aims of other current or past projects.

2.4 Target Group and Beneficiaries

Who are the target groups and the primary beneficiaries, both internal and external, of this project? You should provide approximate numbers and gender breakdowns whenever possible.

3. Project Description and Effectiveness

3.1 Goal

3.2 Overall Objectives

3.3 Result Areas

3.4 Expected Outcomes

4. Sustainability of the Project

4.1 *What happens at the end of this Project?*

4.2 *Likely Follow on events*

5. Project Management

5.1 *Describe how the project will be managed?*

6. Implementation Plan/Timeline

6.1 *Time lines for implementation*

7. Budget

Indicate what funds are required for the project as a whole and to meet the specific resources indicated in section 9. All “onshore” and “offshore” costs to be included.

Please use the following format as per the requirements of your proposal:

\$				
Budget Items	Yr 1	Yr 2	Yr 3	Y4	Totals
Staff Costs					
.....					
.....					
Scholarships					
.....					
.....					
Office Equipment					
....					
Project Materials					
.....					
Travel/Meetings/Training					
.....					
.....					
15% USP Administration Fee					
Total					

8. Project Evaluation and Reporting

9. Other supporting documents

Statistics, letters of support, regional or national policies (e.g. Biodiversity convention), etc.

10. Style Guidelines

To ensure consistency all proposals must be written in Times New Roman font, size 12, with no Header or Footer.

**Attachment 1 Project Title
Logframe Matrix**

<i>Narrative Summary and Intervention Logic</i>	<i>Performance Indicators</i>	<i>Means of Verification</i>	<i>Assumptions</i>
Goal (over-arching, ‘global’ objective pertaining to the programme)	General global indicator (s)	Documents, reports, surveys, evaluations, statistics etc to support indicators	“Support for project from key stakeholders” is essential
Objective 1 (specific to the project or programme see narrative)	Specific to Objective 1	As above	Must be relevant. Too many assumptions may hinder realisation of project or programme objectives
Outcome/Result 1.1 (related to Objective 1 as in the narrative)	Relevant to Outcome/Result 1.1 , measurable and time specific	As above	As above
Outcome/Result 1.2 Specific to Objective 1; distinct from Output 1.1	Relevant to Outcome/Result 1.2 , measurable and time specific	As above	As above
Objective 2 Specific to the project – see narrative	Specific to Objective 2	As above	As above
Outcome/Result 2.1 Specific to Objective 2 as in narrative	As above	As above	As above
Outcome/Result 2.2 (etc)	As above	As above	As above