**Project Proposal Form (send to:** **info@giv-e.org****)**

***NB: The more detailed and comprehensive your proposal, the higher the likelihood of project acceptance. Kindly ensure you provide all relevant information and attach any supporting documents.***

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| **Section 1: BASIC INFORMATION** |
| Date: |
| Name of project  |
|  |
| Name of establishment requesting the project  |
|  |
| **Project Manager or Main Contact Point** |
| Name: |  |
| Job Position: |  |
| Email: |  |
| Phone number and country code: |  |
| **Authorised signatory for the contract**  |
| Name: |  |
| Job Position: |  |
| Email: |  |
| Phone number and country code: |  |
| Location(s) of project: |
|  |
| Project Dates:  | Start Date |  dd/ mm /yyyy | End Date |  dd/ mm /yyyy |
|  Total Project budget (amount in USD) |
| USD  |
| How much is your financial contribution to the project, or in-kind? (amount in USD or %)*(your contribution is mandatory for the project proposal to be studied)* |
| USD |
| Total financial contribution requested from **giv-e** (amount in USD) |
| USD  |
| Briefing about the establishment (please provide details about the history, vision, mission, activities, directors, and other relevant information.) If this proposal pertains to a school, please include the following additional information (the size of the School and its development over the years, the surface area, the number of buildings, floors, classrooms, playgrounds, laboratories (scientific, Technology...), halls, number of administrators, teachers, students, tuition fees, budget, operating expenses, educational curriculum, academic situation, financial situation, amount of aid provided to students, number of students who are in default, etc.) |
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| **Section 2: PROJECT DETAILS** |
| What is the project about? Why this project is a priority for you? Please explain the reasons for your inability to finance the project yourselves |
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| Project description: Please explain in full detail the implementation steps of the project, their chronological sequence, and the duration of each step. Are there municipal approvals to carry out these works? Please provide all studies, details, quotations and technical specifications related to the project.Please attach clear, recent photos and videos to the application showing the current situation on the ground. |
|  |
| How is your project directly related to education infrastructure or community education infrastructure? please explain in full details*(being related to education infrastructure or to community education infrastructure is mandatory for the project proposal to be studied)* |
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| How does yourproject give or improve access to quality education or enhance community educational development? Please explain in full details*(giving or improving access to quality education or enhancing community educational development is mandatory for the infrastructure project proposal to be studied)* |
|  |
| Is your project sustainable, how can you cover the operating expenses, maintenance and other related issues to keep the project operational? Please explain in full details(being sustainable is mandatory for the project proposal to be studied) |
|  |
| Does your project provide and demonstrate lasting solutions to a recurrent pressing issue? How can you ensure that its impact continues beyond the initial implementation? Please explain in full details*(having a lasting impact is mandatory for the project proposal to be studied)* |
|  |
| Is your project serving underprivileged communities? Please explain in full details*(serving underprivileged communities is mandatory for the project proposal to be studied)* |
|  |
| What are the project’s benefits, targets and who are the beneficiaries and their numbers and how will you achieve these? |
| Benefits:Targets:Beneficiaries: |
| Risk mitigation: Please complete the below table, identifying any challenges or risks to the **PROJECT** during and after implementation, and explaining how these will be mitigated |
| Project Risk Identified | How will the risk be managed? |
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| Please complete the below table, identifying any risks to the **ESTABLISHMENT** during and after implementation, and explaining how these will be mitigated |
| Organisational Risk Identified | How will the risk be managed? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| What other financial contributions have been received and/or requested for this project? Please give full details |
|  |
| **Section 3: ADDITIONAL INFORMATION** |
| Please include any other information or details you feel important for this proposal  |
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