# **ANNEX 2. Project proposal**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **The Goal of the project** | | | | | | | |
| *Describe the problem that is proposed to be solved by the implementation of the proposed project (max. 4000 characters).* | | | | | | | |
| **Objectives of the project** | | | | | | | |
| *What are the objectives that the proposed project will ultimately achieve. Objectives must be SMART (max. 4000 characters).* | | | | | | | |
| **Qualitative results** | | | | | | | |
| *What are the targeted qualitative results after the project implementation (max. 4000 characters).* | | | | | | | |
| **Quantitative results** | | | | | | | |
| *What are the targeted quantitative results after the project implementation (max. 4000 characters).* | | | | | | | |
| **Proposed activities** | | | | | | | |
| *Describe the expected outcome and outputs to be obtained and activities that will be completed to achieve the outcome and outputs. Please following a logical and clearly defined path in which each subsequent action is the result of the previous ones (add rows if necessary).* | | | | | | | |
| **PLANNED ACTIVITIES** | **Timeline (quarterly)** | | | | **Planned Budget (USD)** | | **Responsible entity (lead/co-partner)** |
| Q1 | Q2 | Q3 | Q4 |
| **Outcome 1** (qualitative result): | | | | | | | |
| ***Output 1.1.*** *(quantitative result):* | | | | | | | |
| *Activity 1.* |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
| *Activity n.* |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
| **Sub-total Output 1.1.** | | | | | |  |  |
| **Project Management** | | | | | |  |  |
| **Total** | | | | | |  |  |
| **Performance targets** | | | | | | | |
| *List the indicators for measuring the results to be achieved using the grant. At least one indicator is required. Several indicators may be used if it is useful to measure more fully the results that are expected to be achieved:* | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Indicator(s)** | **Data source** | **Baseline** | | **Objectives** | | | | **Final target** |
| Q1 | Q2 | Q3 | Q4 |
| 1. |  |  | |  |  |  |  |  |
| 2. |  |  | |  |  |  |  |  |
| 3. |  |  | |  |  |  |  |  |
| **Risk analysis** | | | | | | | | |
| *Indicate the relevant risks to the achievement of the grant objectives and the mitigating measures that will be taken. Risks include security, financial, operational, social, and other risks.* | | | | | | | | |
| **Risk** | **Risk rating\* (high/medium/low)** | | | | **Mitigation measures** | | | |
|  | Fill in | | | | Fill in | | | |
|  |  | | | |  | | | |
|  |  | | | |  | | | |
| *\*The risk classification is based on reflecting the likelihood of the risk materializing and the consequences it will create, if it occurs.* | | | | | | | | |
| **Budget** *(to be completed according to the budget presented in Annex 3)* | | | | | | | | |
| **Budget Categories** | | | **Amount** | | | | | |
| Personnel | | |  | | | | | |
| Travel | | |  | | | | | |
| Premises | | |  | | | | | |
| Training/Workshop | | |  | | | | | |
| Contracts | | |  | | | | | |
| Equipment/Furniture | | |  | | | | | |
| Others | | |  | | | | | |
| Miscellaneous | | |  | | | | | |
| **TOTAL** | | |  | | | | | |