

PROJECT PRESENTATION MODEL

1. PROJECT TITLE

2. PROJECT LOCATION (town, province, country). It helps if maps are attached.

3. INFORMATION ABOUT THE ORGANIZATIONS RESPONSIBLE FOR THE PROJECT

1. Organization name, legal status and establishment year. Documents that attest / testify the legal nature and registration in the Register. Statutes of the organization.
2. Name of the project monitor.
3. Address, telephone number and e-mail.
4. Previous experience. Include a brief summary of their previous job.

4. CONTEXT IN WHICH THE PROJECT WILL BE DEVELOPED

You should describe the region and place where the project is going to be developed (economy, politics, socio-cultural aspects, poverty ratio, geography…). To sum up, everything you think that can help show and set the problems of the region.

**5. PROJECT BACKGROUND**

You must state the actions carried out by the project organization or other organizations in the region related to the problems you want to work out.

# 6. BRIEF DESCRIPTION OF THE PROJECT

You must explain briefly what you intend to do by means of the project.

1. **PROJECT LENGHT**

Indicate the duration in months for the grant. Indicate start and end dates.

**8. BENEFICIARY POPULATION**

1. Direct beneficiaries. Number and characteristics of the people benefited by the project.
2. Indirect beneficiaries. Number and characteristics of the people who are not a direct target of the project but are going to be benefited indirectly.

**9. PROJECT OBJETIVES.**

***a) Specific Objective***. What the project aims to achieve. You must state one objective only. (E.g. To improve the way population access health services)

***b) Expected Results.*** The direct effects and outputs that you try to get on the direct beneficiaries by carrying out the project. It is expected that by fulfilling those results you will achieve the specific objective. (E.g. A health center has been built, etc.)

**10. PLANNED ACTIVITIES AND TIMESCALES**

***a. Activities:*** All the specific actions to be done to achieve the planned results. Each action must be related to a result. (E.g. recruit sanitary staff, buy medical equipment, carry out training courses, etc…)

***b. Human and material resources:*** The human resources and materials necessary to carry out the activities, the salary to be paid to each person involved in the project and cost of the materials required, etc.

***c. Activities timescale:*** You must make a grid in which you indicate the planned distribution of each activity in the months the project will be running (i.e. what is done when).

**11. BUDGET**

***a) General Budget:*** Total Project Budget, financing, financing supplied by the organization that is going to carry out the project. Also indicate if the beneficiaries provide some support (e.g. if they supply workers).

1. ***Partial Budget:*** Individual budget of the items that make up the project.
2. ***Co-financiation:*** Has this project been presented to some other public or private entity?
3. **EVALUATION AND PROGRESS MONITORING**

Evaluation criteria and results, described in relation to the project objectives.

You must also describe how you are going to monitor progress throughout the project duration and carry out the final evaluation of the project.

**13. PROJECT VIABILITY**

You must describe the institutional and community support to the project, cultural viability, environmental viability, etc. It is advisable to attach written documents as for example: reports, guarantees, land property certificates, etc…

**14. ANNEXES**

It is important to attach all the documents you think that are necessary to help understand and assess the project. The more documentation we receive, the better. Bear in mind that sending documentation via e-mail (where possible) will make it easier than if different documents are sent separately over a period of time.

**15. VOLUNTEERS**

Would you be willing to receive and welcome volunteers who would work on the project?

How many volunteers ?

Would you have room for them ?