**Guidance for potential implementors**

**HOW TO WRITE A FULL PROPOSAL**

## Section A - Details of the project

## This is to be completed by the implementing organisation.

## The bidder must also include a detailed Activity Based Budget (ABB) in Microsoft Excel; the project proposal will not be considered without this. The template will be provided to implementing partners upon approval of concept bids.

**Section B – Post Project Officer Assessment**

## To be completed by the Embassy/Consulates.

## Guidance on what we look for in the key sections of the full proposal:

* **Context and need for the project:** in no more than 200 words, provide background to the country context and the prosperity issue(s) that this project will address; state what the expected final outcome will be; and, where applicable, state why the UK should fund this project.
* **Short Project Summary:** in no more than 200 words, explain what the project plans to achieve and how.
* **Cost**: the Activity Based Budget should provide a full cost breakdown. So, in this section, please give headline figures: total cost of project, cost per year, and total amount requested from the Prosperity Fund.
* **Co-funding:** provide details of any co-funding, whether budgetary or in-kind. Include any funding or support from external parties, cost-sharing arrangements and self-financing.
* **Implementing arrangements:** describe the role and involvement of each implementing partner in delivering the proposed action.
* **Have you bid for funding from the FCO in the past three years?** Provide details and dates of any previous full project proposals you have submitted (even if unsuccessful) and/or projects implemented.
* **Project Plan:** detail how the project purpose will be achieved, clearly setting out each output and activity, along with how successful delivery of the outputs and purpose will be measured.
* **Purpose or Objective:** state the project purpose or objective – this must be identical to the purpose set out at the top of the form. You must give a clear explanation of how you will

measure to what extent the project purpose has been achieved. You will also need to set out the following for the project purpose:

* + Indicator: what will be measured.
	+ Baseline: the current status.
	+ Sources: where information on the baseline data has come from.
	+ Milestones: the key points at which progress will be tracked.
	+ Target: what the project will deliver in terms of impact.
	+ Date: the date by which the purpose will be delivered.
* **Outputs:** list the specific results that the projects will deliver. Outputs are delivered as a direct result of the related activities. The outputs must be sufficient to achieve the project purpose. Each output will also need to be measured, as with the purpose above.
* **Activities:** list all the tasks to be carried out in order to deliver each output. The activities must be sufficient to deliver the outputs.
* **Sustainability:** make it clear how the project will ensure that its benefits are sustained after the project has ended. If future funding is likely to be required, specify where it will come from.
* **Monitoring:** monitoring reports will be required on at least a quarterly basis. In this section, state how the project’s progress will be monitored, how often, and by whom.
* **Project Risk Analysis:** list the key risks involved in running the project and how these risks will be managed. Consider risks at all levels of the project, for example: political; administrative; internal; practical etc. Please ensure the entire risk matrix is complete.
* **Project Stakeholders:** explain here who the main project stakeholders are, what their interest in the project is, and how you plan to engage or involve them. This is the part of the proposal where you can demonstrate existing buy-in with stakeholders.

**ALL FULL PROPOSALS MUST BE SUBMITTED IN WORD FORMAT.**

**PDFS WILL NOT BE ACCEPTED**

# THE ACTIVITY BASED BUDGET

## All budgets must be submitted in an Activity Based Budget (ABB) format. This means that your costs should be broken down in sterling, by cost per activity, per unit per month.

## For each activity in your project proposal you should:

## Create and save the budget in Excel (pdfs not accepted).

## Create a sub-heading in the budget.

## List all costs associated with that activity.

## Enter the costs in the month you expect the activities to be completed.

## Provide as much detail as possible, (e.g. break down costs for a workshop into venue, catering, travel costs etc).

## Clearly identify costs to be funded by third parties under co-financing arrangements.

**Points to Consider**

**Administration costs**

The combined total of management fees, overheads and administration costs must not exceed 5% of the overall project cost.

**Co-funding**

Co-funded activities should be clearly labelled within the ABB. The ABB should be separated to show the total cost to the co-funder and to the FCO

**Equipment**

Programme funds should not be used to purchase equipment, such as laptops, vehicles etc.

**Local context**

Please ensure that project costs are reasonable and in line with the costs in the host country/countries.

**Personnel costs**

Please make it clear who will be working on the project, and what staff costs will be spent on, i.e. whether overheads are included in the cost or not. Please ensure different types of staff are listed on separate budget lines.

**Travel costs**

Please ensure any travel is absolutely necessary for the project, and is of reasonable value. Economy travel should be considered the normal class of travel.