

CORAF/WECARD Competitive Grant and Commissioned Research Schemes

Guidelines for preparing Project Proposal (PP)

SECTION A: KEY INFORMATION

Total Cost of Project:

Duration of Project:

Date of Submission:

Location (country/region/zone) of Project:

[NOTE: Section A1 should be submitted on a separate sheet]

A1	Project Title
The applicant should provide a title which describes the scope of the work and an abbreviated version of the project title for administrative purposes.	
Project Co-ordinator	This is the person with overall responsibility for the application and the implementation of the Project.
Address	Contact details for the Project Co-ordinator
Telephone	
Fax	
e-mail	
Collaborator[s]	

A2	Project Summary [Guideline of 100 words]
Please write a summary which briefly describes the development problems and how the project will help to solve them. The summary should identify the Project <i>Purpose</i> , proposed <i>Activities</i> and expected <i>Outputs</i> .	
A3	Project Location (Country/region/zone)
The countries for the proposed project – a minimum requirement is for the project to be in at least 3 countries.	
A4	Starting and Finishing Dates
The duration of the project should be the minimum necessary to deliver the <i>Results</i> of the project set out in proposal. The fund will not support proposals requiring funding for more than three years, and objectives should be carefully defined with this in mind.	

**** Attach the Project Logical Framework ****

The logical framework is described, and guidelines for its construction are given in Chapter 2 of the CORAF/WECARD competitive grant scheme operating manual.

SECTION B: PROJECT INTRODUCTION AND PURPOSE

B1	Project's <i>Specific Objective</i> [Guide length - 50 words]
The project <i>Specific Objective</i> means the impact, or change, which it is hoped to achieve by delivering the project Results , provided certain key Assumptions hold. This should not be a reformulation of the <i>Results</i> .	
B2	What problems or needs is the project aimed at?
Applicants are asked to provide a brief description of the problems or needs which the project will help to resolve. This description should be as specific as possible and directed to practical problems. Evidence in economic and/or social terms should be provided.	
B3	What is the evidence for the demand for the proposed work?
Describe how the applicants have determined that demand exists for the proposed work. Is the project <i>General Objective</i> linked to that of CORAF/WECARD and the wider policy environment of NEPAD and CAADP/FAAP? Will the <i>Specific Objective</i> contribute to this <i>General Objective</i> in a meaningful way, and are the <i>Results</i>	

necessary and sufficient to achieve this <i>Specific Objective</i> ? It is especially important that the role of <i>Target Groups</i> [see B5] in determining the nature of the proposed work is explained. How have they been involved in the preparation of the proposal, and do they have a sense of ownership of the process and results.
B4 Will the project contribute to resolving those problems [in B2] and over what timescale?
What contribution will the successful conclusion of the project make to resolving the problems described in B2 . Support your case with quantitative social and/or economic data. How will the <i>Results</i> be utilised?

B5 Who are the target group?
The <i>target group</i> are the people immediately involved in the implementation of the project, and who will be the first to use and benefit from the <i>Outputs</i> . Indicate which target/collaborating groups or intermediate users of project products [information, technology, methodology, materials, structures for example] have been identified and have explicitly agreed to the objectives of the project.
B6 Who will the beneficiaries be and are there any groups who will be disadvantaged by the application of the findings of the proposed work?
<i>Beneficiaries</i> are those outside the immediate project area, who will benefit in time from the project <i>Results</i> . This will be as a result of the spread or up-scaling of the processes, systems or technology developed by the project. Explain who is likely to benefit from the successful conclusion of the project and, in particular, which communities will benefit, and why. State whether there will be any group on whom project findings or <i>Activities</i> and application may have a negative impact , both immediately or in the longer-term. For example, when a category of person's labour is no longer required because of the development of a certain technology. With regard to both positive and negative impact, particular attention should be paid to the benefits of the project for women as well as for the poor. Indicate whether representatives of the beneficiaries have participated in defining their needs such that they are commonly understood. Explain how representatives of the intended beneficiaries have been involved in the preparation of the proposal, and so may have a sense of ownership of the project process and the results.
B7 How will the proposal contribute to sustained poverty reduction?
Explain how the project will contribute, directly or indirectly, to poverty elimination amongst the target groups and beneficiaries.
B8 What are the proposed promotion pathways for the uptake, or up-scaling, of the project <i>Results</i> to the intended beneficiaries?
If applicable, identify how the <i>Results</i> of the project will reach a wider set of beneficiaries. <ul style="list-style-type: none"> • Have any market studies for the Results been produced? • How will the Results be made available to intended users? • What are the further stages that will be needed to develop <i>Results</i> such as testing and establishing manufacture of a marketable product? • How, and by whom, will the further stages be done and paid for? • Indicate the ownership of the promotion/up-scaling pathways? If applicable, what mechanisms will be used in dissemination/up-scaling: <ul style="list-style-type: none"> • personal professional contact; • publications; • hand-over of actual materials; • training; • technical internal report; • other [please specify]. If the project is to produce intermediate products, list these and indicate the classes of beneficiaries, which should receive each type of product. Include the cost of dissemination. The project should cover all its own

publication and distribution costs.

SECTION C: BACKGROUND TO WORK

C1 What work has previously been done or is currently being pursued towards the *Specific Objective, Results and Activities of the project*? [Guide length - 500 words]

For research focussed projects, describe briefly any relevant work which has either been done or is currently being done by your organisation or institution. Explain how this project will relate to that work. Provide a brief literature review in order to relate this project to other relevant research. Note that the aim of this review should be to provide the *scientific background* to the project. It is important to establish that previous knowledge has been adequately addressed and knowledge gaps properly identified.

For extension/development focussed projects, describe the current farmer practice, and indicate what will change as a result of the project, what has been tested elsewhere, what is new and how local resources will be utilised in the *Result*.

SECTION D: OUTPUTS AND ACTIVITIES

D1 What are the project's intended *Results*?

What is the project to accomplish? These are the results and/or products appropriate to the project *Specific Objective*. The *Results* should be clearly stated and they should be necessary and sufficient to achieve the *Specific Objective* of the project. Expand on the *Results* given in the logical framework, giving detail of what lies behind those statements.

D2 What are the objectively verifiable indicators for the *Results*?

Please expand on your logical framework statement. Show the logical connection between these and the *Outputs* and why they have been selected as indicators.

D3 How will the *Result* indicators be measured?

Please expand on your logical framework statement. Explain any methodology that will be necessary in order to verify the indicators.

D4 What are the expected environmental impacts? [beneficial, harmful, neutral]

Yes or no answers will **not** be sufficient. Highlight any hazards arising from the implementation of the project itself and, briefly, any positive or negative impacts which the implementation of the project *Outputs* may lead to.

D5 What are the expected social impacts? [beneficial, harmful, neutral]

D6 What are the expected economic impacts? [beneficial, harmful, neutral]

D7 Describe the project *Activities*

There should be an *Activity* or group of *Activities* associated with each of the project *Results*. The description of the *Activities* should explain how the project's *Results* will be delivered. This should include a discussion of the problems to be considered, the approach and **methods** to be adopted and the concepts or hypotheses to be examined or tested. A *Gantt Chart* should be prepared to summarise the *Activities* listed.

Where appropriate, the proposed methods of data collection and analysis should be set out and justified. Where field data are to be collected, attention should be given to sampling, sample size and bias and their possible implications for the wider applicability and validity of the results. Where a questionnaire survey is intended, a draft version should be supplied with the application. Any additional technical support [such as biometric or social science] should be described in this section with the appropriate *Activity* or methodology to be used.

D8 Attach milestones for the life of the project

A milestone is defined as a specific, significant, intermediate *indicator*, which is a necessary step towards delivery of the final *Results*[s]. These will assist in monitoring progress.

These milestones may be subject to review, and are only required for the first year. Subsequent milestones should be presented with each annual *Activity* plan.

SECTION E: COLLABORATION AND PARTNERSHIPS	
E1	Internal Collaboration and Partnerships
<p><i>Internal partners</i> are those with whom agreements have been signed, and who are an integral part of the project implementation and <i>Activities</i>.</p> <p>Indicate the mechanisms for collaboration between any partners within the project structure. Issues such as planning, monitoring, responsibilities, roles and reporting should be explained.</p>	
E2	External Collaboration
<p><i>External collaborators</i> are those who will interact with the project, such as target groups, but who are not directly involved with the implementation. They may be, for example, stakeholders invited to open days or training workshops.</p> <p>Indicate how the project will liaise with these partners who are external to project funding and implementation. Who will these partners be, and what will be their role in the project implementation?</p> <p>Indicate what role farmers will have in the planning, monitoring and implementation process.</p>	

SECTION F: FINANCIAL INFORMATION	
F1	Total financial support requested from CORAF/WECARD
<p>Budgets should be presented by project <i>Activity</i>, and the budget for each <i>Activity</i> should be broken down separately to indicate how the final figure has been determined.</p> <p>Rates for travel and subsistence should be according to the institutional norms of the organisations involved with the application. Certified, documentary evidence is required that these are official rates.</p> <p>Management of funds will be according to CORAF/WECARD's financial rules.</p> <p>The budgets should be shown in US\$ and by calendar year [1st January to 31st December]. Full allowance should be made for inflation.</p> <p>Reasonable administrative costs [overheads] may be included, but will need to be itemised and accounted for. Such costs may include the relevant proportion of the following:</p> <ul style="list-style-type: none"> • general secretarial, administrative, accounting and computer costs; • rent, rates and other expenses of upkeep or offices, furnishings, equipment and supplies; • postage, telecommunications and other utilities. <p>The purchase of capital equipment items will not normally be supported, but if requested will need to be fully justified.</p> <p>Contingency should be kept to a minimum and the total of contingency and overhead charges should not exceed 10% of the total budget.</p>	
F2	Other contributions
<p>Indicate any contributions, financial or in kind, that the applicant organisation[s] will make towards project implementation. This is especially important for <i>development</i> projects where sustainability of results after completion is an issue.</p>	
F3	Application elsewhere
<p>Please state if you have applied elsewhere for funding for this particular project proposal</p>	

The size of the boxes on this form has been reduced for presentation purposes.