



TASK FORCE FUND: PROJECT PROPOSAL APPLICATION

Applicant: Name and contact details of project applicant.

Type of Project:

Project Title:

Partners: Name and contact details of all partners involved in the project.

Project Summary (a paragraph)

- What does the project seek to achieve?
- What level of funding would be required to achieve it?

Project Background (three paragraphs, maximum)

- What is the historical background for this project?
- What is the nature of the problem or task to be addressed?
- Who is the target audience?
- What experience do you have with this type of project?
- Include information on former projects that have taken place with support of the ITF or that were otherwise related to the ITF.

Project Description (four paragraphs, maximum)

- What are the objectives and practicalities of the project?
- What inputs (consultancy? equipment? technical assistance?) will be needed for this project?
- How will others (government, NGOs, and individuals?) contribute to the project?
- What potential difficulties might the project face?
- What part(s) of your project would be eliminated if your project is not fully funded?
- What materials will be distributed to participants?

Project Calendar

- How will the project be planned and will it be divided into phase?
- Include a month by month workplan.

Project Outputs (two paragraphs, maximum)

- What measurable results are expected from the project?
- What will happen as a result of this project?
- Within what timeframe do you expect the results to appear?

Project Evaluation Arrangements (three paragraphs, maximum)

- In addition to the evaluation information in the guidelines, please include the evaluation instrument for participants.
- What follow-up measures will be taken after the completion of the project?

Project Budget

- The proposal should contain accurate cost estimates, based on clear objectives, precise activities and indicative time-lines.

- Elements to be covered by assistance from the Fund should be clearly indicated ***separately*** from those from other sources.
- It should also detail any expected payments in kind from liaison countries or other sources.
- The proposal should include contact details or any organizations that have been asked to contribute to the funding (Name organization, name contact person, address, telephone numbers).

Media Impact (one paragraph)

- How can the project achieve maximum positive media impact?
- How can the project be publicized most effectively?

Signature :

Date :