



Australian Embassy

The Philippines

Project Proposal Template

The project proposal to be submitted must follow the template, which will include information on the following:

1. Basic Project Details – project title and type, proponent group, name of group leader and contact details, location of implementation, start and end date, total project cost, and amount requested.
2. Project Profile
 - a. Rationale – identify what need or problem the project intends to solve, or opportunity that it would like to address.
 - b. Objectives – state what the project aims to achieve, in terms of results and impact. It should be SMART – specific, measurable, attainable, results oriented and a realistic time frame.
 - c. Project description – indicate what the project proposes to do to address the identified problem or opportunity, and how this will be able to achieve the objectives.
3. Project Plan / Methodology – provide the details of the different actions and activities that the project will undertake. Indicate the specific actions points per activity, the manpower and resources involved, and expected outputs or outcomes for each activity. If possible, break down each activity into specific sub-activities, and specify dependencies among activities as applicable. Provide graphs or flowcharts to show the progression of activities if possible.
4. Project Schedule – provide a Gantt chart that shows the project schedule in terms of milestones, task duration, task dependencies, and expected commencement and delivery dates of each activity.
5. Project Costs and Proposed Sources of Funding – present a breakdown of all the different costs anticipated under the project, including administrative costs and direct activity costs. Identify the total funding needed, and the amount of funding requested from this grant scheme. Also indicate the source of funding that will come from other sources.
6. Proponent Description
 - a. Description of group
 - b. Details of group leader, including contact details, addresses, and company



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- c. Bank details
 - d. Personal information sheet to be filled out by each individual with attached proof of academic background from an Australian institution
7. Risk Plan – provide a list and describe identifiable risks for the project, and present risk management approaches considered by the team in implementing the project.
8. Attachments:
- a. Comprehensive group description and history (for organised groups), and certificates of registration with SEC and BIR, if applicable.
 - b. Curriculum vitae of team members, especially for groups which are not formally organised.
 - c. Reports on similar past projects implemented by the team, or by the individuals who are part of the team.