

Outreach/ Development project proposal

format

Part I: Preliminary section

(i) Cover Page: includes the following elements

- Logo of the University (at Header),
- Title of the project
- Name of project developers. Write full names and contact addresses including telephone and email. Center, college, school, institute, or department).
- Submitted to: CED Office
- Date (MM/DD/YYYY)
- Place

(ii) Table of contents (on a separate page)

(iii) Acronyms (on a separate page)

(iv) Executive summary (250-300 words)

Part II Main part

1. Introduction (not more than 500 words)

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2. Project Justification (450-500 words)

3. Goal, objectives (specific objectives)

4. Beneficiaries (Direct and Indirect)

5. Methods and Materials (Project implementation area, duration of the project, Stakeholder analysis (Stakeholders and their roles and participation level), Community Engagement Plan)

6. Expected Results (output, outcome, and impact)

7. Project log frame (if any)

8. Sustainability of the project

9. Monitoring and evaluation

10. Risk mitigation option

11. Work plan

12. Budget breakdown (Project funding organizations)

13. References

14. Annex