Annex VI. Fundraising project template

The following is based on the Flash Appeal Template and can be used to gather the information necessary to produce a project according to donor guidelines (most have their own templates), or to be presented to a donor as is. More specific information may be required depending on the donor.

If you use this template to present the project, add a table of contents, and a cover page with a smart title.

1. EXECUTIVE SUMMARY (1 PAGE)

This is a summary of what you will write below. It may be easier to write this last.

Brief summary of:

- This emergency

- Priority needs and humanitarian/environmental response plan

- Amount of money needed in US$

- Time span covered by this project (dates and number of days)

2. CONTEXT AND HUMANITARIAN CONSEQUENCES (1.5 PAGES)

This is the background, explaining the situation as it is. Gives donor a picture of what you want to change.

2.1 Context

- What happened?

- Where?

- What has happened since the crisis? (e.g. information gathered, assessments done, government OK for international assistance)

2.2 Humanitarian consequences

- Who is most affected? E.g., specific community/ group, gender, etc. Provide number of people if possible.

- What are the needs as a direct and immediate result of this crisis?

3. RESPONSE PLANS (1 PAGE)

This is the actual project, what you plan to do to bring about a change, for which you are requesting funding. Be as clear as possible.

3.1 Objectives

No more than two, should be specific and measurable. Projects have two types of objectives:

- An overall objective which is broad. Ex. "To reduce incidences of water/soil contamination in Switzerland."

- Specific objective which is narrow. Ex. "To build 3 medical waste incinerators in the vicinity of Geneva Hospital by the year 2012."

3.2 Activities

You can have as many activities as are necessary to reach the objectives set out in 3.1.

List proposed activities which can be implemented within the overall time span of the project. Remember to include monitoring and final evaluation.

3.3 Expected impact and results

- Include indicators and verifiable means to demonstrate measure your objectives later on.

- List any milestones or concrete/tangible deliverables (reports; built infrastructure; user/community surveys. etc.)

4. ROLES AND RESPONSIBILITIES (0.5 PAGE)

- Maximum 5 lines on how the response is being coordinated and who is responsible within the government and the UN. Remember to include the role of local population and community!

- Table indicating the major humanitarian stakeholders (government, UN, Red Cross, NGOs) that are responding to the crisis in affected regions, by sector. This may help to identify possible partners as well.

5. PROJECT TABLES

For each project, complete the following table. Do not write more. Be concise and brief.

SECTOR (e.g. Environment)			US$
INSERT NAME OF AGENCY (e.g. UNEP)	**1.1.1 Beneficiaries** Total: Women: Children:	Partners:	e.g. 837,500
	Project title:		
	Aim: [take text from Section 3: Objectives]		