



1. Details of Organisation

1)	Name of Organisation	
2)	Name of contact person	
3)	Tel. No	
4)	E-mail	
5)	Registration No. (copy should be attached) and with CEPS (If applicable)	

2. Brief Background of Organization

(Provide brief description of your organisation- vision, mission objectives and past activities)

3. Project Title

4. Summary

(Provide a brief description of your project)

5. Background/Justification

(Provide information on current situation about the subject including data justification about the need for the project-continue on separate sheet, if required.)

6. Objectives of the Project

(Indicate what it is hoped the project will achieve, once implemented-must be measurable)

7. Activities

(Describe the activities to be carried out, including the target group and number of beneficiaries; provide details of all communication materials that are planned for this project/activity, eg. leaflets, posters, media spots...)

8. Expected Results:

(What do you expect to achieve, based on the objectives)

9. Work-plan or Implementation Plan with Time Frame:

(Provide a clear description of the activities/actions and specific time frame that will enable you to attain your objectives)Do not forget to include the Preparatory and Evaluation phases.

10. Number and Type of Participants:

(include list of participants, if available)

11. Program evaluation:

(State methods to be used in measuring the effectiveness of your activity e.g. reports, press coverage, minutes of meetings, number of participants etc)

12. Budget:

(Outline your budget plan and provide invoices and or quotations for proposed expenditures-e.g. transportation, personal cost, printing, stationery, equipments, accommodation, infrastructure etc.

Activity	Item needed	Unit Price (SR)	Quantity	Total price (SR)	Source
TOTAL					

13. Payment Details

Please attach full banking details of contractor and/or beneficiary.

12. Signature and Date

Full Name:	Signature:
Date:	

13. List of Appendices

(Give a list of relevant attachments and documents)