

Project sheet – Template

Max. 2 pages when finalised.

Project Title	<i>Be concise. Capture the essence of the project</i>		
Project Code	<i>To be assigned. Leave blank</i>		
Appealing Agency(ies)	<i>Agency(ies) name (Each agency will have own budget lines)</i>		
Requested budget, per appealing agency: (REVISED or NEW BUDGET)			
Default is five (5) budget lines, to keep the information manageable. If your organization's standard format has more than 5, just combine some of the smaller ones.	Cost A e.g. staff	10,000	
	Cost B e.g. inputs	30,000	
	Cost C e.g.		
	Cost D...		
	Cost E e.g. administration	1,000	
	TOTAL	41,000	
(In OPS the system will calculate total automatically)			
Classification			
Cluster	<i>Choose cluster</i>		
Project Location.	<i>Enter location(s). Preferable agreed unit or list of places by cluster.</i>		
Objective	<i>A summary in a sentence or two of what the project aims to achieve. This should relate directly to one of the cluster objectives. (maximum 2000 character/250 words)</i>		
Beneficiaries <i>Disaggregate women, children, and other groups from TOTAL wherever possible.</i> <i>Use the description field if you want to present data in a short narrative form.</i>	Total	Number	Description
		Only numbers!	
		1000 [always individuals, not households]	Individuals. Or 200 children under 5 and mothers, and 1500 IDPs and
	Children	200	
	Women	100	
	Other groups (specify)	50	community health promoters
Implementing Partners	<i>List partners only in the sense of those whom you will subcontract – not those with whom you will coordinate. (It's assumed you'll coordinate laterally with the rest of the cluster.) e.g. Ministry of Health, Oxfam</i>		
Project Duration <i>(dd/mm/yyyy):</i>	<i>From when to when does the project run?</i> e.g. 01/07/2012– 31/12/2012		
Needs, Activities and Output Description			
Needs	<i>Narrative description. Make it convincing and evidence-based. Maximum 4000 characters (500-550 words)</i>		
Activities	<i>Narrative description. Ensure relation to the needs described. Maximum 4000 characters (500-550 words)</i>		
Outputs or outcomes	<i>Narrative description. Ensure direct relation to the activities listed. Make it convincing. Maximum 4000 characters (500-550 words)</i>		
Priority			
Priority	<i>Leave blank. Cluster vetting committee will assign.</i>		
Gender marker	<i>Leave blank. Cluster vetting committee will assign.</i>		
Additional Project Information			
Project Contact Name:	<i>Joe Schmoe NOTE: this name and e-mail address will be published to allow donors to contact you.</i>		
Project Contact e-mail:	<i>Joe.Schmoe@unxyz.org NOTE: this name and e-mail address will be published to allow donors to contact you.</i>		
Project Contact Phone:	<i>Tel. +41 22 XXXXXXXX</i>		