

PROJECT SUMMARY SHEET

Project (Name of project; very short)

Sector (Health/Agriculture, etc; Relief/Rehabilitation, Development, etc)

Code (your serial no)

Appealing Agency ***

Area of Operations (geographical area: District, Region, and Country)

Target population (the population living in the area covered by the project)

Implementing Agency ***, in collaboration with...

Timeframe ...(expected duration, rather than precise dates)...

Objective(global objective)...

Funds requested (from the international community).....

Background. (state the problem, in terms of hazards and vulnerabilities; it should include the reasons why the objectives are relevant to the country and/or to the wider relief/rehabilitation programme)

Currently..... (it should mention whether the project is new, or is underway, and only an extension is proposed, or whether the objectives are already tackled by other projects)

In this context, *** (Name of Agency) intends to contribute to...(the global objective).... by ensuring that (immediate objective/s) .

Activities. *** will (project activities: essentially **verbs**; they should reflect the lines of the budget below). *Special emphasis will go on....* (if applicable: essential strategy notes).

Institutional arrangements and inputs. Activities will be implemented by ***, in collaboration with (name of Division and Department of the national Ministry and/or UN agency involved) and(other partners, as applicable).....

*** will contribute to the project.... (this may include other donors' contributions).....
Additional assistance is needed in order to.....

Outputs, reporting and evaluation. The activities above are expected to produce..... (list the outputs: only **substantives** are needed, **NO verbs**).

Technical and administrative reports will be submitted by *** to the donor (and the national authorities, if applicable) every A joint evaluation will be conducted by ***,..... and..... on.....

Budget	USD	
.....	
.....	
.....	
.....	
Total costs (1)	
Total available (2. from *** or other donors)	
Total requested (3.= 1-2)		