

Project Description Document

1. Project Title:

[Enter the full name of the project]

2. Applicant/Organization:

[Name of the organization or individual applying]

3. Project Summary:

[A concise summary outlining the project's key objectives, target beneficiaries, and expected outcomes]

4. Background and Rationale:

[Description of the problem or need addressed and justification for the project]

5. Objectives:

- [Specific, measurable objectives the project aims to achieve]

6. Activities and Methodology:

- [Key activities and steps to be undertaken]
- [Approach and methods used to implement the project]

7. Expected Results and Impact:

- [Tangible outcomes and benefits]
- [Long-term impact on target beneficiaries or area]

8. Project Timeline:

[Estimated start and end dates; key milestones]

9. Budget Summary:

- [Planned budget allocation/categories]
- [Total amount requested]

10. Monitoring and Evaluation:

[How project success will be tracked and assessed]

11. Sustainability Plan:

[How project outcomes will be sustained after funding ends]

12. Contact Information:

[Name, role, email, phone]

Important Notes

- Keep the document clear, concise, and well-structured.
- Use evidence and data to support your rationale.
- Ensure objectives are specific and measurable.

- Tailor the format as needed to meet funder's requirements.
- Proofread thoroughly for accuracy and completeness before submission.