

Project-Based Funding Request

Project Information

Project Title

Enter project title

Project Leader / Contact Person

Enter full name

Department / Organization

Enter department or organization

Project Duration

e.g. 01/2024 - 12/2024

Project Description

Summary

Brief description of the project, objectives, and expected impact

Justification & Need

Explain why this project is necessary and how it aligns with organizational goals

Project Plan & Deliverables

Activities & Timeline

List main activities and proposed timeline

Expected Outcomes

Specify measurable outcomes and deliverables

Funding Details

Total Funding Requested

Enter total amount (e.g. \$20,000)

Budget Breakdown

Provide a summary of key budget items

Other Funding Sources (if any)

Indicate any co-funding or in-kind support

Monitoring & Reporting

Monitoring Plan

Describe how progress and outcomes will be tracked and reported

Important Notes

- Ensure all budget figures are clear, justified and transparent.
- Define measurable deliverables and outcomes for accountability.
- Provide realistic timelines and identify key milestones.
- Mention any collaboration or co-funding arrangements.
- This document may require supporting documents or endorsements as per organizational policy.