



## Project Plan

# SECTION A: Basic Information

## The Format for the Narrative Project Plan

A project plan will need to provide sufficient information to enable Lotto Foundation to reach a funding decision. Its purpose is to explain how the project will endeavour to make a difference or bring about change

which align with the Lotto Foundation objectives.

The project plan should be as concise as possible it should include log frame, financial and cost plan.

Name of the partner organisation			
County	District	Town	P-No
Title of the project			
Original start date of the project planning		Date of last revision of the project plan	
Plan valid for X Months			
Project Budget per Month			
Total Amount requested from Lotto Foundation			
Is this project proposal submitted by a new Lotto Foundation Partner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is this project proposal submitted by an existing Partner of Lotto Foundation for the extension of an already funded activity or newly proposed project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## Basic Information

- A.1** Provide a description of the (proposed) project.
- A.2** Name, office address, phone, fax, e-mail of the partner organisation including person responsible for the (proposed) project as well as contact person.
- A.3** Name, designation, role of the person(s) in charge of the (proposed) project. As per mandated government registration documents.
- A.4** Name, designation, role of the person(s) responsible for the narrative and financial reporting.



# SECTION B: Partner Organisation, Project Management and Structure

Please answer the following questions about the management of the project, in particular previous experiences and available capacities.

**B.1** Describe the management structure of the (proposed) project and indicate how the project is embedded in the overall organisational structure.

**B.2** Describe the partner organisation's mandate, including current programmes and key activities.

**a.** Please provide records of the partner organisation's achievements (e.g. latest annual report).

**b.** Attach a copy of your license/registration and any other operational agreements with concerned governmental services.

**B.3** What is the organisations professional and administrative capacity in relation to the proposed project?

**B.4** Which additional managerial and technical capacities need to be built to ensure a successful implementation of the proposed project?

# SECTION C: Project Context

While preparing the project plan, please consider the following questions about the catchment areas and context of the planned project.

## Information on the Catchment Area:

**C.1** What is the catchment area (geographical scope).

**C.2** What are the conditions in the project area? Please specify the geographic characteristics and other relevant influencing factors like transport, influencing cultural and political issues as well as existing services, relevant for the (proposed) project.

**C.3** Please specify the relevant socio demographic data including

- 1) total population in the area
- 2) gender and age distribution
- 3) population growth rate
- 4) percentage of population below the poverty line (<1 US Dollar per day)
- 5) life expectancy
- 6) prevalence of impairments and disabilities and
- 7) major forms of income
- 8) for education projects provide net. primary school enrolment/ attendance.

**C.4** What are the main governmental policies and strategies (e.g Poverty Reduction Strategies) relevant for the project? What is their impact on the project?

# SECTION D: Situation Analysis

## Problems and Needs in the Catchment Area

- D.1** What core problem does the proposed project plan to address? What are the root causes? What are the effects? Please specify the magnitude of the need using statistical information. Where relevant include studies, reports, research results that have been done in the country/region on the specific mandate.

## Direct Stakeholders (Target Group)

- D.2** Which target groups will benefit directly and indirectly through the proposed project activities? Please specify their socio demographic and economic characteristics and location.

Please specify whether the project specifically targets any special group and why.

- D.3** Has the target group been involved in the identification and planning of the proposed project? Will the target group contribute towards the implementation of the project? If so, in which way?

## Involvement of other Stakeholders

- D.4** What skills, resources and capacities will the local community bring to the project? How will the local community be involved in the design and implementation of the (proposed) project, If at all?
- D.5** Who are key stakeholders relevant for the project (national and international partners, local authorities, CBOs, DPOs, other (I)NGOs or specialized organisations and service providers active in related areas).
- D.6** What do they do to address the situation for the need for your funding request? How do they complement the activities of you the Partner Organisation and does the (proposed) project build on or relate to their activities? Please specify how you involve these stakeholders in the project and how activities are coordinated with them.
- D.7** How will the project be integrated into / coordinated with government activities in the project area?

# SECTION E: The Project Plan

## Existing Activities related to the Proposed Project

- E.1** Describe the current activities of the partner organisation to address the need and provide qualitative and quantitative information (please enclose annual reports, statistics, financial report).
- E.2** What lessons related to these activities have been drawn from past experiences? How are they incorporated in the design of the proposed project?

## Project Plan for the Proposed Project

This section is the narrative of the project plan. The logical framework summarises this project plan and is to be submitted together with the narrative proposal for the (proposed) project.

Note: When planning, please take long-term impacts of the project, cross cutting issues and issues of financial and organisational sustainability into account.

## Overall Objective

- E.3** What is the overall objective (such as sectoral, regional, national or organisational strategies) to which the proposed project contributes? How does the (proposed) project relate to Lotto Foundations objectives.
- E.4** Which qualitative and quantitative indicators will measure the successful contribution of the proposed project towards the achievement of the overall objective?

## Specific Objective

- E.5** Specific objective: Describe the specific problem to be addressed by the project and tangible benefits that can be expected by the implementation of the specific objective.
- E.6** Which qualitative and quantitative indicators will measure the successful achievement of the specific objective?

## Project Results

- E.7** Describe the results needed to obtain the specific objective.
- E.8** How many people of the target group will directly benefit from the proposed project? Please specify the estimated maximum / minimum number of beneficiaries (men, women, boys, girls).
- E.9** Which quantitative and qualitative indicators measure the achievement of the project results (each of the project results needs to have at least one indicator of success).
- E.10** All services supported by Lotto Foundation need to adhere to the Quality Criteria of Success.

## Project Activities

- E.11** Describe in short the main activities related to each project result for the envisaged project period. In addition, provide an Activity Schedule (including time schedule) of the proposed project.
- E.12** Are any research, studies or legal and/or technical preparations necessary before the planned project can be started? If so, will there be associated costs? (Please include associated costs in the cost plan, please note this may not be covered in the funding).

## Risk Assessment and Assumptions

- E.13** What are the potential risks that could jeopardize the success of the (proposed) project and how will that be managed? Please detail the risk mitigation strategy for those risks that you evaluate as “high”.

## Expected Outcomes and Impacts

- E.14** What are the possible positive and negative economic and social implications of the (proposed) project for the target group or the Lotto Foundation?

Describe the partner’s strategies to reduce or minimise these negative economic and social impacts.

- E.15** Which aspects / activities of the initiative will last beyond the end of the funding period of the project? Describe who will carry them out beyond the project. Which organisational capacities and processes (human resources, work processes, procurement, etc.) are being developed to carry them out?

## Consideration of Cross Cutting Issues in the Project Design

Where relevant, describe how the design of the project addresses the following:

**E.16** Comprehensive approach towards Vulnerable persons: What measures does the partner take to ensure a comprehensive (quality of life improving) approach towards the vulnerable community members?

**E.17** Accessibility of services: Which measures does the partner take that the project services are accessible and affordable to the poor?

**E.18** Advocacy for the inclusion / rights of persons with disabilities: How does the project intend to advocate and raise awareness of the rights of persons with disabilities? Will any specific measures be taken to promote the inclusion of persons with disabilities into society?

**E.19** Gender: How will the project create new opportunities for women and girls to expand their roles in the social and economic life of the local.

community? How will the project enable women to their status in the community?

**E.20** Child Protection: How does the project address the vulnerability of children in the community and partner organisation? How are children protected from abuse, exploitation and neglect by the partner organisation?

**E.21** Appropriate Technology: How are the technologies introduced in the project maintained in the local context? What are the strategies of the organisations to ensure that the necessary financial, technical (spare parts, supplies, etc) and human resources are in place to maintain the technology in the long term?

**E.22** Environmental Sustainability: How will the project impact on the local environment? Where applicable: What steps are taken to enhance environmental sustainability in the project area?

## Financial and Organisational Sustainability

**E.23** What are the strategies and means to strengthen the organisational and local capacity during the project implementation (e.g. training, etc.) to ensure sustainable implementation of activities?

**E.24** What is the cost recovery strategy of the organisation with regard to the project? Does the partner organisation plan that funding of the project activities will continue? Please specify how, if applicable.

## Costs and Resource Plan

**E.25** Please provide cost plan and financing plan of the proposed project, specifying the estimated costs in local currency over the project period.

# SECTION F: Project Management

## Monitoring and Reporting

**F.1** Indicate how monitoring and assessment will be done and expected date of the report which includes the narrative and financial reporting.

### Note

Reporting of approved project plans should be done against

- 1)** the indicators identified in the logical frame work
- 2)** project milestones outlined in the Project Activity Schedule and
- 3)** project expenses against the annual project budget using the Reporting Template

## Evaluation

**F.2** When do you plan to do an evaluation of the project? What type of evaluation do you plan to conduct (external, mixed or self-evaluation)?

## Appendices

Please use these supportive Appendices for the completion of the project proposal.

**Appendix: The Logical Framework Matrix (following page)**

	<b>PROJECT DESCRIPTION / NARRATIVE</b>	<b>INDICATORS</b>	<b>SOURCE OF VERIFICATION</b>	<b>ASSUMPTIONS AND RISKS</b>
<b>OVERALL OBJECTIVE</b>	What are the wider objectives which the project will help to achieve? Long term project impact? (reference e.3).	What are the quantitative measures or qualitative judgements, that help you to judge whether these broad objectives have been achieved? (reference, e.4)	What sources of information exist or can be provided to measure the achievement of the overall objective?	What external factors are necessary to sustain the objectives in the long run?
<b>SPECIFIC OBJECTIVE</b>	What are the intended, immediate effects of the project, what are the benefits, to whom? What improvements, changes will the project bring about? The essential motivation for undertaking the project (reference e.5).	What are the quantitative measures or qualitative judgements, by which the achievement of the specific project objective can be judged? (reference e.6)	What sources of information exist or can be provided to allow the achievement of the project objective to be measured?	What external factors are necessary if the specific project objective is to contribute to the achievement of the overall objective?  What are potential risks?
<b>RESULTS</b>	What results / deliverables are to be produced in order to achieve the specific project objective? (reference e.7).	What kind and quality of results and by when will they be produced? (QQT: Quantity, Quality, Time) (reference e.9).	What sources of information to verify the achievement of results?	What are the positive external factors that are necessary for achieving the specific objective of the project? What are the factors not in control of the partner organisation which are liable to restrict the results achieving the project objective?
		<b>INPUTS (RESOURCES)</b>	<b>COSTS</b>	<b>ASSUMPTIONS &amp; RISKS</b>
<b>ACTIVITIES RELATED TO THE RESULTS</b>	What key activities must be carried out to accomplish the expected results? (reference e.11).	What are the means and inputs required to implement these activities e.g. personnel, equipment, training, supplies, etc? (reference Activity Schedule).	What are the action costs?  What sources of information verify the achievement of the activities?	What factors are necessary for the activities to create the results?  What factors will restrict the activities from creating the outputs?

**Please provide the following Annexes. Documents marked with \* have to be provided only for the first project proposal:**

**Annex 1\*:** Organisational chart.

**Annex 2:** Latest annual report of the partner organisation.

**Annex 3\*:** Copy of your license/registration and, any other operational agreements with concerned governmental services.

**Annex 4\*:** Copies of the main governmental policies and strategies relevant for the project.

**Annex 5:** Statistic information and where relevant include studies, reports, research results that have been done in the country/county/region on the mandate related to the proposed project.

**Annex 6:** Copies of internal or external evaluation reports on similar, previously conducted projects which may have been used to write the proposal.

**Annex 7\*:** Annual reports and statistics of important collaborating partners related to the proposed project.