

A MEMORANDUM/REMINDER FOR PROJECTS PROPOSAL

- (1) Project title
- (2) Information concerning the person or the organization presenting the project
 - a. Name, address and telephone number of the person or the organization
 - b. If it's an organisation, name, address and telephone number of the project's responsible/in charge
 - c. Objectives, principal activities, the promoter association's statutes (include, if possible, foundation date, number of members, articles of association, most recent activity report and accounts, the list of activities already carried out or projects already implemented)
- (3) References of the person or organization presenting the project
 - a. List (names, addresses, contact persons) of institutions or organizations from which the association has obtained any aid in the past
- (4) Project background description
 - a. Exact location of the project area with information about the general context (geography, climate, environment, socio-economic situation (demography...)...)
 - b. Description of the community (village or organisation) and of the beneficiaries: total population, by gender (the ratio men/women), age, social sector...
- (5) Project description:
 - a. Previous history and project rationale -Problem(s) which the project aims to solve or need(s) it aims to meet
 - b. Overall objective of the project (for instance, improved income for a group of women)
 - c. Specific purpose (for instance, annual production of x tons of vegetables)
 - d. Beneficiaries
 - e. Actions undertaken and, for each of the activities, needed technical and human means, planned activities/procedures and expected results
 - f. Time frame (beginning and end of the project and, if required, intermediate phases)
 - g. Availability and property of necessary infrastructures
 - h. Availability of preliminary studies (feasibility and market studies, ...)
- (6) Project financial aspects: expected global cost, components and contributions
 - a. Detailed initial investments
 - b. Detailed costs (including depreciation) and recurrent revenues
 - c. Budget (detailed)

- d. Local contribution
 - e. ECA's expected contributions to the budget
 - f. other institutions' expected contributions to the budget (names of the donors and persons' contacts)
- (7) Indications on the monitoring/follow-up and project sustainability:
- a. Risks
 - b. Method of management, functioning or equipments' maintenance
 - c. Technical, economical, financial, socio-cultural and institutional sustainability; environmental effects and ownership concern
 - d. Scheduling and mailing of execution reports: amount, periodicity
 - e. Payment modality (bank, address, account number, recipient)

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