



PROJECT PROPOSAL

The following template shall be used for the elaboration of the project proposal. Please complete ALL sections below. The full project proposal should not exceed 15 full pages (size: long) of text (including any charts or diagrams). Additional attachments (not more than 10 pages) may be submitted, including documents, endorsements of the proposed project, funding commitments or other credentials and support from partner or collaborating institutions, and evidence of community support and collaboration. Please ensure that the project proposal and all attachments are legible.

This form must be submitted before conducting the work necessary to receive extension credit.

I. Identifying Information			
Project Title: <i>(Title must jibe with the content of the proposal)</i>			
Proponent(s): <i>(Name of the lead person(s) who plan to conduct the project and/or support person(s) by project/component)</i>			
Contact Person/ Contact Details: <i>(Phone or email)</i>			
Implementing College/Unit:			
Cooperating Unit/Agency: <i>(Name of the agency/unit co-implementing the program/project)</i>			
Number/Type of Target Participants: <i>(Specify the target number of beneficiaries/participants, and the type, e.g. farmers, women, youth, and other participants' characteristics)</i>			
Target Implementation Date/Duration	Start Date:	End Date:	Duration: <i>(Number of days/mo./yr.)</i>
Locale of the project: <i>(Specific location of the project)</i>			

Total Budgetary Requirement: From BU: From Partner Agency:	PhP
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II. **Rationale** *(Establish the need for the project, your rationale for selecting the project location, etc. What is the prevailing situation that needs to be addressed; what interventions can be facilitated by Bicol University through the expertise of its faculty and staff (according to the expertise/specialization of the college/unit personnel – faculty and/or non-teaching) and partner institutions? Provide a stronger justification where your program will relate in terms of the UN SDG Goals, National/Regional/Provincial/Local thrusts, BU's RDE thrusts, and priorities, as well as the banner program or research engagement (if any), does the project wishes to anchor?)*

III. **Community Profile** *(The systematic and comprehensive description of the needs of a particular local area defining itself as a community and the local resources available for tackling any problems identified: stating the needs of the local area as experienced by residents. Include the resources at hand to deal with social problems.*

IV. **Project Goals and Objectives** *(The main objective is based on the overall project thrusts and the specific objectives that will be feasible to achieve per operational component.)*

a. **General Objectives**

b. **Specific Objectives**

c. **Expected Outcomes**

Expected Outcome *(based on the objectives, what are the expected outcomes that need to be accomplished)*

V. **Phases of Work and Implementation Plan** *(Outline briefly the major steps with the description of the program/project. Describe what the project encompasses. Provide the objectives that will be feasible to achieve per operational components and the expected outcome that needs to be accomplished. Support the Implementation Plan with **Gantt Chart**.)*

a. **Components and Activities**

Components	Objectives	Activities	Person/s Responsible

- b. **Gantt Chart** (Set a timetable to complete the project on time. Present a graphical form to include the timeline for each activity by component/project per year. It should indicate the sequence of all major activities and implementation milestones, including targeted beginning and ending dates for each step.)
(Attach the Gantt Chart on a separate sheet)

c. **Roles and Functions of BU and Other Stakeholders/ Partners**

Person/Agency Responsible	Duties and Responsibilities	Output	Resources Needed	Time Frame

VI. **Monitoring & Evaluation (M & E) Logframe**

Particular	Narrative Summary	Objectively Verifiable Indicators (OVIs) <i>(A quantitative or qualitative measurement that provides a reliable way to measure changes connected to an intervention)</i>	Means of Verification (MOVs) <i>(Describes the information sources necessary for data compilation that would allow the calculation of indicators)</i>	Assumptions/ Risks <i>(The external factors or conditions outside of the project’s direct control that are necessary to ensure the project’s success)</i>
<p>Goal</p> <p><i>The overall objective/development goal.</i></p> <p><i>The shared vision to which the project is expected to contribute (impact).</i></p> <p><i>Explain the bigger picture that your project will contribute towards)</i></p>		<p><i>Measures (direct or indirect) the program’s contribution to the goal.</i></p>	<p><i>Sources of information and methods used to show your contribution to meeting the goal.</i></p>	<p><i>Important conditions or decisions beyond the program’s control, are necessary for maintaining progress towards the goal.</i></p>
<p>Purpose</p> <p><i>The specific/immediate objective/s.</i></p> <p><i>What the team intends to change during the program period (Outcomes)</i></p> <p><i>In specific terms, explain what your project will achieve, by when, where, and who will be affected.)</i></p>		<p><i>Measures (direct or indirect) that the intended changes have occurred and are sustainable.</i></p>	<p><i>Sources of information and materials used to show that change has occurred.</i></p>	<p><i>Assumptions about external factors that need to be in place in the programs to contribute to the overall goal.</i></p>

<p>Outputs</p> <p><i>The final measurable result is received upon successful completion of a project and project deliverables are produced.</i></p> <p><i>List the impact/results that your project will have.</i></p>		<p><i>Measures (direct or indirect) that the expected results of the program have been achieved.</i></p>	<p><i>Sources of information and methods used to periodically review results.</i></p>	<p><i>Assumptions about external factors that might affect whether the specific objective/outcome is achieved.</i></p>
<p>Activities</p> <p><i>The things which must be done by the project to produce the outputs. An action that transforms inputs (labor, knowledge, equipment, raw materials, time) into planned outputs within a specified period.</i></p> <p><i>Each output has one or more activities.</i></p> <p><i>List the activities that your project will do. We only do the activities – all the above will follow.)</i></p>		<p><i>The inputs and resources needed to carry out each task</i></p>	<p><i>Proof that each activity/task has been completed.</i></p>	<p><i>Assumptions about external factors that might affect activities achieving the expected results.</i></p> <p><i>Preconditions that need to be fulfilled before the project can start.</i></p>
<p>Inputs</p> <p><i>Requirements, specifications, and standards that define what desired result to receive upon successful completion of the project.</i></p>				

VII. **Budgetary Requirement** Breakdown of the cost of the project/activities (can be modified depending on the resources)

Line Item <i>(e.g. Personnel services, supplies and materials, communication/documentation, travel, fuel, catering, etc.)</i>	Budgetary Counterpart			TOTAL
	<i>BU College/Unit</i>	<i>(External Funding)</i>	<i>(Other Fund Source)</i>	

Sub-Total				
Add: Admin. Cost, 10% of total Cost OR Other Incidental Expenses (if applicable)				
Grand Total				

VIII. **Plan for Sustainability** (Outline the steps to be undertaken before, during, and at the project completion stage to ensure that once during phase out or termination, the project will continue for many years thereafter. Other measures for the continuous operation of the program/project may be provided in this section.

Action Points for Sustainability	Risk Factors (Constraints/ Limitations)	Mitigating Measures	Assumptions/ Remarks

IX. **Approval Sheet**

Prepared by:

Conforme: (Write N/A, if not applicable)

Reviewed and endorsed by:

Extension Coordinator

Dean/Director

Recommending Approval for Availability of Funds:
(If College/Unit based)

Budget Officer

Reviewed and Endorsed by the BU Extension Review Committee: _____

Recommending Approval for Availability of Funds:
(N/A if NO funding counterpart from EMD/OVPRDE)

Budget Officer, BUEMD

Recommending Approval:

MARCIA CORAZON P. RICO, PhD
Director, BUEMD

LANY L. MACEDA, DIT
VP for RDE

Approved:

BABY BOY BENJAMIN D. NEBRES III, EdD
SUC President IV