PROJECT SUMMARY SHEET

Project (Name *of project*; very *short)*

Sector (*Health/Agriculture, etc; Relief/Rehabilitation, Development, etc)*

Code (your *serial no*)

Appealing Agency ***

Area of Operations (geographical *area: District, Region, and Country)*

Target population (the *population living in the area covered by the project*)

Implementing Agency ***, *in collaboration with...*

Timeframe ...(*expected duration, rather than precise dates*)....

Objective . .....(*global objective)...*

Funds requested ..... (*from the international community*).....

Background. ..... (state *the problem, in terms of hazards and vulnerabilities; it should include the reasons why the objectives are relevant to the country and/or to the wider relief/rehabilitation programme*)

Currently..... (*it should mention whether the project is new, or is underway, and only an extension is proposed, or whether the objectives are already tackled by other projects)*

In this context, *** (Name of Agency) intends to contribute to...(the *global objective)*.... by ensuring that .... *(immediate objective/s)* .

Activities. *** will ..... (*project activities: essentially **verbs**; they should reflect the lines of the budget below*). *Special emphasis will go on....* (if applicable: essential strategy notes).

Institutional arrangements and inputs. Activities will be implemented by ***, in collaboration with (*name of Division and Department* of *the national Ministry and/or UN agency involved*) and .....(other partners, as applicable).....

*** will contribute to the project.... (*this may include other donors' contributions*).....
Additional assistance is needed in order to.....

Outputs, reporting and evaluation. The activities above are expected to produce..... (*list the outputs: only **substantives** are needed, NO verbs*).

Technical and administrative reports will be submitted by *** to the donor (and *the national authorities, if applicable*) every ..... A joint evaluation will be conducted by ***,..... and..... on.....

Budget	**USD**	
.....	.....	
.....	.....	
.....	.....	
.....	.....	
Total costs (1)		.....
Total available (2. *from *** or other donors*)		.....
Total requested (3.= 1-2)		