

**UK COmmunity development application Form (UKCDA0216)**

# Section 1 identification

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| 1.1 Project Title |  |
| 1.2 Project ID | **For Muslim Hands use** |
| 1.3 Proposal Submission Date |  |
| 1.4 Funding Requested | £ |
| 1.5 Project Start Date |  |
| 1.6 Project Finish Date |  |

# Section 2 Organisation

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| 2.1 Name of Organisation |  |
| 2.2 Company/Charity Reg. Number |  |
| 2.3 Registered Address |  |
| 2.4 Project Manager/Lead Name | This person will manage all correspondence between Muslim Hands and the Organisation, including all finance related communication |
| 2.5 Contact Email |  |
| 2.6 Contact Tel. |  |
| 2.7 Organisation Info | Please provide a brief overview of the organization and whether it has previously worked with Muslim Hands.  **1 paragraph** |

# Section 3 project

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| 3.1 Project Definition | Please provide a comprehensive summary of the project. Please also outline why Muslim Hands should fund this project.  Please refer to UKCDG0216 3.1 Project Definition for further details.  **2-3 Paragraphs** |
| 3.2 Location | Please outline the location/s where the project will be delivered. |
| 3.3 Beneficiary Selection | How were the beneficiaries selected for this project?  **2 Paragraphs** |
| 3.4 Beneficiaries (a) | Who will the project benefit? Please provide a breakdown of the beneficiaries by gender, age, demographics etc.  Over which timeframe will the benefits be realised? |
| 3.5 Beneficiaries (b) | How many people will be   1. Direct beneficiaries 2. Indirect beneficiaries |
| 3.6 Needs Assessment | Please provide details of the needs assessment that was carried out on the location and the current situation, and problems that people are facing. Ensure that this is heavily linked with the project’s objectives  **3-4 Paragraphs** |
| 3.7 Project Identification | How was this project proposal designed? Was it in consultation with the beneficiaries and the community?  **2 Paragraphs** |
| 3.8 Outputs | Outline the immediate result of the activities proposed. The output is the specialist product e.g. awareness-raising workshop. |
| 3.9 Outcomes | Outline the mid-term results which are seen post-activity. This is the outcome desired from using the project’s output, e.g. community mobilization post awareness-raising workshop. The outcomes should be a result of the stated outputs. |
| 3.10 Benefits | Outline the long term improvements the project activity hopes to achieve, e.g. change in government legislation on human rights. These benefits should be measurable and will be used to determine the desirability and appeal of the project. The benefits should be a result of the stated outcomes. This will also be used to measure the project’s continued justification at regular intervals. |
| 3.11 Dis-benefits | What are the expected dis-benefits as a result of the project? |

# Section 4 methodology

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| 4.1 Project Plan | Please provide a project plan which shows all the work to be undertaken from initiation to completion, number of people, distributions channels, procurement agenda etc.  Please refer to UKCDG0216 4.1 Project Plan for guidance.  **This should be in a diagram (timeline or activity chart) format, in appendix.** |
| 4.2 Product Breakdown Structure | How is the project structured? Please provide a product breakdown structure, broken down into the appropriate level of detail for the plan.  Please state who will perform each responsibility.  **This should be in a diagram format, in appendix.** |
| 4.3 Project Management Team Structure | Please provide a chart showing who will be involved with the projects, including their role descriptions.  **This should be in a diagram format, in appendix.** |
| 4.4 Communication Management Strategy | Please outline how the organisation will communicate with all stakeholders. Please refer to UKCDG0216 4.4 Communication Management Strategy for advice.  **This can be in a table or list format, in appendix.** |
| 4.5 Risk Management Strategy | Please provide a comprehensive list of the risks to the project. Include details on the possibility of each occurrence, the severity and the cause of each risk. Please use UKCDG0216 4.5 Risk Management Strategy to complete this section.  **This can be in a table or list format, in appendix.** |
| 4.6 Sustainability and Complementary Funding | What are the long term plans of the project? What consideration has been given to the sustainability of the project? **Minimum 1 Paragraph**  What links and relationships have you made with other organisations that may have an interest to your project? If the total cost of your project is more than the amount receiving from Muslim Hands, where will you source the remainder of the funds? Please include organisation name, address and the type of funding e.g. cash or in-kind. |
| 4.7 Benefits Review Plan | Please create a Benefits Review Plan which will be used to review and monitor benefits beyond the timeframe of the project, i.e. once the project has closed. This is to measure the success of the project when some benefits realisation is after the project. |

# Section 5 Monitoring and Evaluation

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| 5.1 Quality Management Strategy | Please see UKCDG0216 5.1 to complete a Quality Management Strategy.  Please include this in the Appendix. |
| 5.2 Monitoring & Evaluation | What methods will be used for monitoring and evaluation? **Please list all methods** |
| 5.3 Indicators | What factors will be checked in the monitoring process? **Minimum one indicator for each Output** |

# Section 6 Budget

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| 6.1 Budget | Please see Annex for Budget form |
| 6.2 Sustainability and Complementary Funding | What are the long term plans of the project? How do you plan to maintain the project after the funding from Muslim Hands has ended? What consideration has been given to the sustainability of the project? **Minimum 1 Paragraph**  What links and relationships have you made with other organisations that may have an interest to your project?  If the total cost of your project is more than the amount receiving from Muslim Hands, where will you source the remainder of the funds? Please include these organisation’s name, address and the type of funding e.g. cash or in-kind. |