

Project Proposal No. _____

PROJECT PROPOSAL CHECKLIST

Project Proponent(s):

Date Received: _____

Date of Implementation: _____

Title of the Project: _____

☐ With Vehicle Request

Proposed Budget: _____ Budget Code: _____

- **Terminal and Expense Report Clearance**
- **Attendance to CD Orientation**
- **Community/Institution Profile**
- **Memorandum of Agreement or Understanding**
- **Cover Letter** with complete signatures from Project Proponent (s), Adviser (For Faculty/College-based and University-wide Student Organizations), and CD Coordinator (For Faculty/College-based)
- **Project Proposal** with complete signatures from Project Proponent, Adviser (For Faculty/College-based and University-wide Student Organizations), CD Coordinator, Dean, Asst. Dean/SWDB, and Regent (For Faculty/College-based)
 - I. General Information (*Indicate here the target number of beneficiaries*)
 - II. Project Rationale and Description
 - a. Project Background
 - b. Project Objectives
 - c. Project Implementation Plan (*Include budget for UST-SIMBAHAYAN Community Development Office Vehicle Request and Rentals (if needed)*)
 - III. Project Management/Mechanisms
 - IV. Sustainability
- **Community Development Activity Evaluation Form (For participants and beneficiaries)**
- **Attachments** (Program, Lesson Plan, Module, Instrument, etc.)
- **Vehicle Reservation Form and List of Names of Participants and Adviser/Faculty Member** (For Faculty/College-based and University-wide Student Organizations/Councils) (if needed)

THINGS TO DO:

Approved Budget: _____ Date: _____

Cash Requisition Number: _____ Date: _____

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