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PROJECT PROPOSAL TEMPLATE

I. General Information

A. Title of the Project:
B. Target Community/Institution and No. of Beneficiaries (if possible):
C. Project Duration:
D. Project Area:
E. Project Proponent(s):
F. Contact Person(s):
G. Contact Number(s):
H. Total Project Cost:
   Amount of Organizational Counterpart:
   Amount of Community/Institution Counterpart:
   Amount Requested from CSF:

II. Project Rationale and Description

A. Project Background:
- *Briefly describe situation in the community/institution. You may conduct an ocular inspection, interview key persons in the community/institution, consult your Community Development Coordinator (for Faculty/College-based student organizations/councils) and review the community profile.*
- *Outline the problems and needs of the target beneficiaries and briefly describe how the project intends to address these.*
- *Describe other projects / program in community/institution and how this project will contribute to the overall development objectives in the selected community/institution.*

B. Project Objectives:

General Objective:
- *State the over-all direction / long-term objective in the / of the community/institution*

Specific Objectives:
- *Specific objectives are the short term, more immediate and are component details of the general or long term objective. Specific objectives must show output and specific performance indicators*
- *Specific objective must be SMART: Specific, Measurable, Attainable, Realistic and Time-bound (SMART) in character.*

C. Project Implementation Plan (PIP)

Complete the PIP Matrix addressing the following:
1. Components and Activities – *enumerate the project components and specific activities to be implemented to achieve the project objectives.*
2. Time frame/Schedule – *indicate when the specific activities will be implemented including start and completion dates.*
3. Expected outputs – *identify the target results/outputs expected from activity (ies) to be undertaken.*
4. Resource Requirements – *list the significant human and material resources required to undertake the activities. For resources not readily available, describe/detail how they will be accessed* **(Include budget for UST-SIMBAHAYAN Community Development Office Vehicle Request (if needed)).**
5. Cost Estimates and Fund Source – *provide a costing of all major items/components and the proposed source of funding.*

UNIVERSITY OF SANTO TOMAS
UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE

PROJECT IMPLELMENTATION PLAN (PIP) MATRIX)

Project Title:

Project Phases	Components and Activities Per Phase	Timeframe/ Schedule	Expected Output(s)	Resource Requirements	Cost Estimate and Fund Source		
					Community Service Fund	Your Organizational Counterpart	Community/ Institution Counterpart
A. Preparatory Phase							
B. Implementation Phase							
C. Post-Implementation Phase							
TOTAL COST							

UST:S040-00-FO21

III. Project Management/Mechanisms

- Preparatory Phase – *How was the project conceptualized and planned? Explain briefly.*
- Implementation Phase – *How it will be implemented? What are the roles of each group, organization/proponent and partner community/institution in the implementation of the project? How it will be monitored?*
- Post-implementation Phase
    1. Assessment/Evaluation – *How it will be assessed or evaluated? Kindly review your stated project objectives, expected outputs, phasing and direction* **(Use a Community Development Activity Evaluation Form (for beneficiaries and participants)).**
    2. Documentation – *How it will be documented? Example: pictorial, video, narrative and other forms of documentation*
    3. Reporting – *You are expected to submit Terminal and Expense Report. UST-SIMBAHAYAN Community Development Office will provide a* **Terminal and Expense Report Template.**
- Other mechanisms – *Kindly explain other implementing mechanism(s), if there are? Explain briefly.*

IV. Sustainability

a. *State the expected over-all success, contributions and impact of the project(s) to the integral development of the community/institution as a joint responsibility of the project applicant/proponent, partner community/institution and the University.*
b. *State also the roles/functions of the project applicant/proponent, partner community/institution and University in the process leading towards community development, sustainability and empowerment through your particular project.*
c. *Identify specific performance indicators.*

Signatories

- ✓ Project Proponent (s)
- ✓ Adviser (For Faculty/College-based and University-wide Student Organizations/Councils)
- ✓ Community Development Coordinator (For Faculty/College-based Student Organizations/Councils)
- ✓ Dean (For Faculty/College-based Student Organizations/Councils)
- ✓ SWDB Coordinator (For Faculty/College-based Student Organizations/Councils)
- ✓ Regent (For Faculty/College-based Student Organizations/Councils)

__Submit Project Proposal 30 calendar days before the target date of implementation.__
paper size: *short*
margin: *1" each side*
font style: *Arial*
font size: *12*
line spacing: 1.15