**[](http://tradeteam.bb)**

**Virtual Proposal Hub**

**APPLICATION FORM**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Name and Address of Applicant:** |  |
| **Telephone contact details** |  |
| **Email contact details** |  |
| **Name and Address of Executing Agency:** |  |
| **Project Duration (months): \_\_\_** | Start Date: |
| Completion date: |
| **Funds Requested:** | USD \_\_\_\_\_\_\_\_\_\_ (X%) |
| **Other Contributions:** | USD \_\_\_\_\_\_\_\_\_\_ (Y%) |

**1.0 ABSTRACT**

**(Approximately 1page)**

Present a brief summary of the project including the need for the project and the population it will serve (or the target market), a brief description of the project and its goals and objectives, as well as the applicant’s background and qualifications. Include the amount of funding that is being sought. How will the program be evaluated to measure the success of the program.

**2.0 statement of need**

## (1 or 2 paragraphs)

Describe the problem that the project will attempt to address.

**3.0 PLANNED RESULTS**

**3.1 Planned Outcome**

**(1 paragraph)**

The Outcome statement describes the change of behaviour of the beneficiaries; and/or performance changes of systems, organisations, and institutions.

Or

Describe the project or program and provide information on how it will be implemented. Include information on what will be accomplished and the desired outcome.

**3.2 Planned Outputs**

The Outputs are the physical and/or tangible goods and/or services delivered by the project and describe the scope of the project. All outputs listed must directly contribute to achieving the planned outcome. The outputs, when taken together, must result in the achievement of the planned outcome.

**4.0 MAJOR ACTIVITIES AND INDICATIVE IMPLEMENTATION SCHEDULE**

Major activities are the groups of tasks carried out using project inputs to produce the desired outputs.

For each planned output, list the major activities required to achieve that output and the estimated timeframe for implementation

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Outputs/Major Activities** | **Indicative Implementation Schedule** | | | | | | | | | | | |
|  | **Year 1** | | | | **Year 2** | | | | **Year 3** | | | |
|  | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| 1. Output 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1. |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.4 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**5.0 ASSUMPTIONS**

Assumptions are positive statements of conditions, events, or actions that are **not within the control** of the project but are necessary to achieve the above-stated outcomes and outputs.

The major assumptions are as follows: