



Guidelines for Project Submission

A. Basic Information

- 1) Country
- 2) Date of Submission
- 3) Local Executing Partner¹
- 4) Responsible Contact Officer (title, email, phone/fax)

B. Project Information

- 1) Title
- 2) Program Area: *Educating and Feeding Schoolchildren*
Ensuring Health of Mothers and Infants
Integrating Adults
Empowering Local Organizations
- 3) Overall justification and purpose and how the project contributes in addressing the root causes of poverty in the country
- 4) History of past performance and achievements including a brief description of former funding from other organizations
- 5) Description
 - a) Activities
 - b) Participants and geographic location
 - c) Mechanisms for effective community participation
 - d) Other support being provided to participants
 - e) Duration
 - f) Expected results (short and long term) and sustainability
 - g) Monitoring and Evaluation methods
 - h) Basic indicators for 6-monthly progress reports
 - i) Needs: cash and in-kind
 - j) Budget (attach details in Excel format)
- 6) Consultation and coordination mechanisms in country with the government, the international community and other non-governmental organizations to ensure there is no duplication of efforts
- 7) Any other pertinent information.

¹ Please use the same name as provided for the Application to Palms for Life Fund