Annex 2. Project Plan and Budget

Capacity Building Project

**Project Title:**

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| **Basic Information** | | | | | |
| **Name of APDF Member** |  | | **Representative's name** |  | |
| **Proposal writer** |  | |
| **Name of APDF Committee**  **(Optional info)** |  | | **Chair’s name** |  | |
| **Contact** | **Office** |  | **Email** |  | |
| **Address** |  | | | |
| **Experience of International Development & Cooperation** | ☐Yes(If you check, move to A) ☐No | | **A-1. The title of International Development & Cooperation** | |  |
| **A-2. Budget** | |  |
| **Project Purpose** |  | | | | |
| **Target Country and Local Area** | Country |  | Local area |  | |
| \* Location of local area should be clearly mentioned (Ex, regional location in the country and distance from the capital etc.) | | | | |
| **Project Period** |  | | | | |

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| **Detail Plan of Project** |

**Project Title:**

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| What is the goal and the purpose of the project? |  | | | |
| Project type  (\* Please check the proposal, it gives more detail information) | ☐One-time project | | ☐Multiple times/Sustainable project | ☐The others |
| -A. Seminar  -B. Education  -C. Campaign | \* A seminar∙education∙campaign will be held one time on a schedule of two consecutive days (16 hours). | ·Conduct seminar∙education∙campaign of different sub-themes in the same place during more than 3 days at regular intervals  ·Conduct seminar∙education∙campaign of same themes in the other place during more than 3 days at regular intervals | \* It is possible that CSO can suggest autonomous activities except the above example, but the budget may be adjusted according the judge’s review. |
| -D. Research | ·Less than 4 surveys  (Contents: region/hierarchy/target) | ·More than 5 surveys  (Contents: region/hierarchy/target) |
| Why do you need this project? | 1. Select project theme and reason of project 2. Relations with international disability frameworks 3. Others | | | |
| Who is the target of this project? | \* Clearly describe target group and number of target people | | | |
| Describe detail plan and schedule of this project |  | | | |
| What is the strategy(method) to conduct this project? |  | | | |
| How to connect with APDF∙RIAP in advance? | \* Clearly describe how to connect with APDF∙RIAP after the project will finish | | | |
| How to use local resource? |  | | | |
| How to promote? |  | | | |
| Expectation and plan to use in the future |  | | | |
| Participants | Describe a manager and a staff responsible for the project and their role | | | |

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| **Budget Plan** |

(Unit: USD / Local Currency)

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|  | **Item (\*clearly describe by item content)** | | | | **Total Cost** | | **Ratio** |
| **Category** | Item | Sub-item | Calculation | Cost | Total cost  ($) | Total  cost  (Local currency) |  |
| **Labor Cost** | Ex) Staff's salary | Simple support | 50$\*6M | 300$ |  |  |  |
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| **Operation Cost** | Ex) Meeting | Meal cost | 5$\*10P\*2times | 100$ |  |  |  |
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