

Annex C: PCF Project Proposal Format

Performance Challenge Fund Project Proposal Format

Project Code	
(i.e., SDGs)	2
School Building	

I. Identifying Information

Project title:	
LGU: (Mun./ Province)	
(Region/Cong. District)	
Project Location:	
Proposed start date:	Proposed completion date:
No. of Beneficiaries:	
Direct:	Women : _____ Men : _____
Indirect:	Women : _____ Men : _____
Type of Beneficiary: (e.g., Fisherfolk)	
LGU Income Class:	
LCE/Contact Person:	

II. Project Description

A. Brief Summary of the Project (maximum of 2 paragraphs, not exceeding 3 sentences per paragraph).

A description of what the project intends to do based on the problem/s it wants to address and its immediate impacts over a period of 12 months or less.

B. Problem Statement (maximum of 2 paragraphs or 1 paragraph per problem it wants to address, substantiating the problem/s or opportunity/ies)

For example, the project wants to rehabilitate a 1-kilometer Access Road destroyed by flooding. To substantiate, state the number of families affected, their source of income, level of income, hectares planted to agricultural crops, etc., that would warrant the approval of the project.

C. Project Goal and Objectives

Since the PCF projects are implementable only over a period of 12 months or less:

- Only 1 goal should be stated; and,
- Limit the statement of objectives to 2 or 3. These objectives should be SMART (specific, measurable, attainable, realistic, and time bound).

D. Project Components / Expected Output/s / Timetable

- It is recommended that 1 objective correspond to 1 component. For example:

OBJECTIVE/S	COMPONENT
1. Construction of 2 Classroom School Building	A. Construction of 2 Classrooms
2.	B.

A Timetable or Project Implementation Plan is presented using the following table. For example:

COMPONENT	ACTIVITIES	EXPECTED OUTPUT/S	IMPLEMENTATION PERIOD	PERSON RESPONSIBLE
A. Construction of 2 Classroom School Building	1. Finalization of Surveying Work	Final Surveying Work	January 20__	Project Engineer
	2. Finalization of Engineering Plans and POWs	Final POWs	January	-do-
	3. Procurement	Contract signed	Feb	BAC
	4. Construction	2 Classrooms Constructed	April	Contractor
B				

III. Budget

Line Items	LGU Counterpart (if any)	Other Partners' Support (if any)	PCF Subsidy / Grant Amount Requested	TOTAL PROJECT COST
Total				
% share				

IV. Project Management / Monitoring and Evaluation

Name the key officers and staff (LGU Project Management Team) that will be directly accountable for the project and their tasks. Describe the monitoring and evaluation schemes to be utilized in accordance with PCF guidelines.

V. Project Sustainability

- Describe how the project will be sustained after PCF assistance in terms of policy, user's fees and charges (i.e., water tariff) and related resolutions/ordinances; office/unit responsible for the operation and maintenance.

VI. Risk Management

- Describe under what conditions the project will go wrong. Indicate what preventive and mitigation mechanisms need to be installed.