



<http://www.ifla.org/VI/1/admin/general.htm>

ARRIVED AT REGIONAL OFFICE	ARRIVED AT ALP FOCAL POINT	PROJECT NO.
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PROJECT SUBMISSION FORM

NAME OF PROJECT

TOTAL BUDGET

REQUESTED FROM ALP

NAME OF APPLICANT (INSTITUTION):

NAME OF PERSON RESPONSIBLE:

POSTAL ADDRESS:

COUNTRY:

PHONE/FAX/E-MAIL

DATE & SIGNATURE

1. RESOURCES
 - Which organization/institution will be responsible for the carrying through of the project?
 - Support from authority/ies
 - National standing
 - Persons responsible; qualifications; staff involved (not financed by ALP)

2. BACKGROUND AND JUSTIFICATION (problem analysis/situational analysis)
 - Purpose
 - Needs/problems
 - Analysis of assumptions
 - Describe the situation in the region/sub-region/country including the role of authorities and organization, perhaps in the form of a SWOT analysis (strength, weaknesses, opportunities and threats)
 - Sources of information
 - Feasibility

3. OBJECTIVES ANALYSIS
 - Describe the objectives of the project in specific, realistic and measurable terms.
 - Give a statement of who the stakeholders (interested parties, those the project affects) are and how they have been involved in the design of the project

4. TARGET GROUP
 - Who will benefit?
 - How will the target group participate in the planning, implementation and follow-up of the project
 - Profile of participants (if application is aimed at seminars/workshops)
e.g. qualifications, numbers of participants

5. WORK PLAN
 - Project purpose
 - Activities (what do you want to do?)
 - Methodology (how do you want to do it?)

6. TIME SCHEDULE (maximum 2 years)
 - Describe the different phases of the project and the activities during each of these

7. PROJECT BUDGET (separate sheet)
Budget should be submitted in USD

8. RISK ANALYSIS AND RISK MANAGEMENT
 - Name the factors which can influence the realization of the project goals
 - Describe external or internal risks (most risks are internal)
 - Make a plan for how internal risks can be handled
 - Can the project leaders handle the risks?

9. REPORTING, MONITORING, EVALUATION
 - Will the results of the project be published and how?
 - How often do you propose to submit progress reports?
 - How do you propose the project to be monitored?
 - How can the results be evaluated?

10. CONTINUITY
 - How will continuity be assured?
 - What happens when the project period is completed?
 - Which local authorities/organizations/institutions will take over responsibility?

7. PROJECT BUDGET

(All amount should be given in USD)	Year1	Year2
8.1. EXPENDITURE		
8.1.1. Project personnel (specify):		
_____	_____	_____
_____	_____	_____
_____	_____	_____
8.1.2. Administrative costs (telephone, postage, duplication):		
_____	_____	_____
_____	_____	_____
_____	_____	_____
8.1.3. Travel and subsistence (please specify):		
_____	_____	_____
_____	_____	_____
_____	_____	_____
8.1.4. Publication costs (specify):		
_____	_____	_____
_____	_____	_____
_____	_____	_____
8.1.5. Other costs (specify):		
_____	_____	_____
_____	_____	_____
Total expenditure	_____	_____
8.2. INCOME (Estimated value of own work, institutional support), external financial resources)		
_____	_____	_____
_____	_____	_____
8.3. BALANCE REQUESTED FROM IFLA ALP PROGRAMME FOR THIS PROJECT (8.1 - 8.2):		
_____	_____	_____
TOTAL:	_____	_____

The application should be sent to IFLA's office in the concerned region Addresses are

available at:

<http://www.ifla.org/III/ro/index.htm>