



Writing your Project Proposals

Section 1: Project Overview



QUESTION	Answer
a. Title of the Proposed Project	
b. What is the rationale and background of the proposed project? <i>(reason behind the project)</i>	

Section 1: Project Overview



c. Who are the individuals or groups that will be involved in the project? Will there be any partners collaborating on this project?
(identify the key individuals or groups that will contribute to the project's implementation)

Section 1: Project Overview



d. Who will directly and indirectly benefit from the proposed project? How will the project promote inclusivity?

(specific individuals or groups who will experience direct or indirect benefits as a result of the project)

Section 1: Project Overview



<p>e. What will be the project's impact on the environment? <i>(e.g. cleaner air, reduction of waste)</i></p>	
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Section 1: Project Overview



f. What will be the social and economic impacts of the project?
(e.g. livelihoods, employment, income generation)

Section 1: Project Overview



g. What will be the major components of the project?

(specific activities, resources, strategies, stakeholders that are integral to the project's objectives and outcomes)

Section 1: Project Overview



<p>h. What makes the proposed project unique and innovative? <i>(project features that make it different from other programs)</i></p>	
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Section 2: Project Objectives and Expected Outcomes



a. What are the objectives of the project and what issues is it trying to solve?

(problem/s the project aims to address)

Section 2: Project Objectives and Expected Outcomes



b. What are the expected outcomes of the proposed project?

(e.g. improved air quality, reduced urban heat, creation of green jobs)

Section 2: Project Objectives and Expected Outcomes



c. How will the success of the project be measured; Are there any identified project targets or Key Performance Indicators (KPIs)?
(e.g. compliance rate, number of participants, number of trees planted)

Section 2: Project Objectives and Expected Outcomes



d. How is the proposed project aligned with the National and City's policies on climate action?

(explain how the project supports the City's Enhanced LCCAP and the National Policies)

Section 3: Implementation Strategy and Timeline



<p>a. How will the project goals be achieved? Cite the implementation strategies. <i>(Project implementation plan)</i></p>	
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Section 3: Implementation Strategy and Timeline



<p>b. How will the project be monitored and evaluated? <i>(e.g. data collection, monthly meetings, feedback mechanism)</i></p>	
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Section 3: Implementation Strategy and Timeline



<p>c. Can the proposed project be expanded in future? Can it be replicated by others? (scalability and replicability)</p>	
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Section 3: Implementation Strategy and Timeline



d. What is the timeline of the proposed project? (Please attach Gantt Chart)

Section 3: Implementation Strategy and Timeline



e. What is the timeline of the proposed project?

Section 4: Project Cost and Risk Analysis



a. What is the estimated budget required for the proposed project? Provide on the table below the breakdown of the project cost.

Components	Projected Cost (PhP)	Remarks
TOTAL		

Section 4: Project Cost and Risk Analysis



b. What are the main risks of the proposed project? (Please detail the main risks and how you plan to mitigate them using the table below)

challenges the project may potentially encounter

Impact - Potential impact the risk will have on the project

Likelihood - How likely the risk will occur

Severity - Impact x Likelihood

Key Risk	Impact (1-5)	Likelihood (1-5)	Severity (/25)	Mitigation actions

Section 5: Relevant Supporting Documents



Please attach and provide any additional documents or data that will support your proposed project entry.

You may consider the following:

- a. Proposed Project Organizational Structure**
- b. Environmental Assessments/Studies**
- c. Other Relevant Supporting Documents**

Final Reminders



- **Provide all the required information and make sure that no item is left blank.**
- **Your responses may be in English or Filipino.**
- **For parts that require narratives, be concise and straightforward in your answers.**
- **Ensure that all information submitted are true and accurate.**



Thank you and good luck!

For inquiries, email: inquiry.greenawards@quezoncity.gov.ph

