# Project proposal

# Overview

| **Name of the organisation or media centre** *(insert your name if you are an independent activitst)*  |  |
| --- | --- |
| **Contact person** *(please include name, job title, email and telephone number)*  |  |
| **Partner organisation(s)** *(only complete this if it’s a joint project between different institutions)*  |  |
| **Project title** *(no more than 20 words)*  |  |
| **Implementation period** *(please note project should be finished by 31 December 2022)*  |  |
| **Country or countries** *(please identify the country or countries where the intervention will take place)* |  |

# Project **description**

| **1. What is the problem that the project aims to tackle?** ***Include a brief description of the context and why this problem matters. Any evidence, links or statistics that help support your argument would be valuable.*** **Max 1000 words**  |
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| **2. Project’s objective(s)** ***What are your proposed solutions to the problem? Identify the general and specific objectives of your intervention. These should be clearly linked to addressing the problem described above and how they relate to the overall Opening Extractives programme objectives.*** **Max 300 words****Max 300 words**  |
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| **3. How are you planning to implement your project?** ***Clearly state the activities that will be undertaken and how; address any tools, techniques and methodologies that will be used, and state whether this will be done by your organisation or in partnership with others.*****Max 1500 words**  |
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| **4. How are you planning to use beneficial ownership data? How will you access the data you need?*****List any specific data sources and concrete techniques, methodologies, tools or software you will need to use and analyse the beneficial ownership data.*****Max 300 words** |
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| **5. What change do you want to see as a result of your project?*****Please address your expected outcomes and tangible changes to aim to see after the project is completed.*****Max 500 words**  |
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| **6. Risks and mitigations*****Identify what threats might the project have, and how you are planning to address them*** |
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| **Risk** | **Impact (low/medium/high)** | **Mitigation** |
| *Risk 1..* |  |  |
| *Risk 2…* |  |  |
| *Risk 3…* |  |  |

# Organisational or personal information

| **7. Why are you well suited to implement this project?** ***Include any references to past work or experience on the topic, and explain why you have the skills and resources to achieve the project’s objectives).*****Max 500 words** |
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| **8. Project team*****Please include here all the relevant people that will be in charge of implementing the project and what role they will have in it. These should be in line with the activities proposed above and have a clear link with their achievement.*** ***Max 500 words*** |
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# **Budget**

Please complete the table below including a proposed budget for your project. Add as many as line items and rows you want.

Budgets should be expressed in USD. Fees and overhead budget should not exceed the 10% of the total requested amount.

Note that we won’t fund office expenses (such as internet, rental, etc) nor equipment (computers, desks, cameras, etc).

| Item  | Implementation period (months)  | Amount (USD)  |
| --- | --- | --- |
| **Staff costs**  |
| Role in project  |   |   |
| Role in project  |   |   |
|   |   |   |
| **Contractors costs**  |
| Role in project  |   |   |
|   |   |   |
| **Software or technology**  |
| *Software purchase, website expenses (only if applicable for a tech-oriented proposal).*  |   |   |
|   |   |   |
| **Communications and materials**  |
| Social media, workshops materials, printing, design, etc  |   |   |
|   |   |   |
| **Activity-related travel**  |
| Transportation costs, accommodation and subsistence expenses.  |   |   |
|   |   |   |
| **Workshops and meetings**  |   |   |
| Venue, coffee breaks, etc  |   |   |
|   |   |   |
|   |   |   |
| **Total**  |   |   |

