Project Information

Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Start Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Finish Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Requested ($ CAD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving Partner

Partner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HFI Project Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the Receiving Partner also the party submitting the Project Application?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Y/N)  
(If “N” then provide requesting Volunteer Information below):

Volunteer

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posting ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posting Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcomes

Project outcomes must be aligned with HFI Purposes and realistic in their expectations of the extent to which the outcomes are projected to benefit the targeted community.

Outcomes must be defined, beginning at Commissioning Phase and be finalized at Closeout phase. In order to evaluate whether outcomes have or have not been achieved, baseline data must be provided for each measure to be tracked and evaluated. How the data will be sourced, and any assumptions associated with the baseline, and target measure of the data must be clearly defined.

1. **Categories:** *Outcomes must be categorized into:*
   1. *Short-term impact – measureable and evident by the Project Closeout.*
   2. *Medium-term impact – where the trend line for a specific factor has been materially shifted by the Project Closedown and its new trajectory can project where the impact will be in the future (3-6 months post-Project Closeout)*
2. **Needs Assessment:** *What problem or challenge does the Project aim to address? How was it identified and who was involved in that process? What are other organizations doing in the area to address the problem or challenge and what needs still remain? Will the proposed solution created by the Project augment/improve/expand existing services being performed by the Partner or will the solution require the partner to begin delivering new services they have not delivered to the target community before?*

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1. **Beneficiaries:** *Describe who the direct beneficiaries will be (use the categories of Children, Youth, Women, Men, and Elderly), what specifically will improve for each category and provide estimates of numbers impacted for each category. If the receiving Partner will benefit directly or indirectly through process improvement, efficiencies, or access to improved technology, facilities or equipment used to deliver services to their benefactors, describe what will be improved or better and how.*

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1. **Outcomes:** *Describe the change expected to occur in the project beneficiaries by the completion of the Project. For each category of beneficiaries (including people impacted in the target community and the receiving Partner themselves). Each change should be specific and identify the current state and the target state at the completion of the project.*

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1. **Monitoring & Evaluation Plan:** *Describe how data that supports the evaluation of the changes expected will be collected, monitored, stored, and analyzed?*

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