Project Information

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

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

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

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

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

Application Form Attached:  **Yes**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of this ORC (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORC Members Present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Project Coordinator will have reviewed the application for this new Project and made appropriate notes in the criteria table below in advance of the PRC meeting to review and approve the application. The PRC will determine whether each criteria represents a match with HFI’s needs and expectations and then on the balance of all criteria assessed, make a final decision as to whether the application is approved, which then allows HFI to post the project as active on its website, finalize project details, begin to raise funds, and pursue an Agency agreement with the involved parties.*

|  |  |  |
| --- | --- | --- |
| **No.** | **Project Fit (y/n)?** | **Criteria Assessed / Notes** |
| 1 |  | Have all pre-screening criteria contained in the HFI Project Guidelines been met by the applicant? |
| Notes: |
| 2 |  | Are all project Outcomes realistic and directly linked to either the tangible asset the project will create/supply, or the programmatic content the project will deliver? |
| Notes: |
| 3 |  | Are all project Outcomes aligned with HFI Purposes and are the outcomes expected to benefit the targeted community realistic? |
| Notes: |
| 4 |  | Is there evidence that the Partner will be successful exploiting project deliverables in a manner that allows them to increase/expand their efficiency and effectiveness and overall growth and impact of their service delivery? |
| Notes: |
| 5 |  | Will the implementation of this Project help to significantly grow and develop the Partner’s organization, and help to build their capacity to increase, impact and reach into the communities they serve? |
| Notes: |
| 6 |  | Is the total project budget applied for realistic given what is planned to be delivered, the timeframes to deliver it and the other known constraints the project will be exposed to? |
| Notes: |
| 7 |  | Is there evidence that the project plan has identified all resources and inputs necessary to achieve the outcomes to the level of quality and timeliness required? |
| Notes: |
| 8 |  | Has the project undergone a thorough risk assessment, including potential problem analysis and potential opportunity analysis and in light of the key risks and opportunities identified, are their mitigation and exploitation plans in place? |
| Notes: |
| 9 |  | Has the work breakdown structure of tasks and subtasks been developed to a sufficient level to provide the detail required for the Project Coordinator and Project Agent to provide the level of detailed tracking and oversight for successful delivery? |
| Notes: |
| 10 |  | Are the start and finish planned dates for each phase of the project realistic and achievable? |
| Notes: |
| 11 |  | Is a project implementation Agent identified who is capable, willing and available to act as project oversight on location and for the duration of the project? |
| Notes: |
| 12 |  | What role will the Receiving Partner play in the total project funding solution? |
| Notes: |
| 13 |  | What role will the Volunteer play in the total project funding solution? (if applicable) |
| Notes: |
| 14 |  | Is there a medium-to-high probability that the requested funds to fulfill the project budget can be sourced within a reasonable time from known potential donation sources; and does HFI have a line of sight to raising at least 80% of funds in the timeframe to source the planned cash outlays the project phases require? |
| Notes: |
| 15 |  | Will the Partner take appropriate measures to ensure the safety & security of HFI Agents assigned to oversee this Project implementation while working in their offices or on their premises? |
| Notes: |
| 16 |  | Will the Partner provide an appropriate office environment and access to appropriate office equipment, resources, networks and other supplies for the HFI Project Agent throughout the Project implementation period? |
| Notes: |
| 17 |  | SPECIAL: *Click here to enter text* |
| Notes: |
| 18 |  | SPECIAL: *Click here to enter text* |
| Notes: |

Based on the outcomes of the criteria scrutinized above, the application for funding and implementing this new Project by the requesting Partner/Volunteer is hereby (check only one):

**Approved  Declined Date of Decision?** *Review Date*

**Returned to Applicant to supply the following additional or missing information:**

* *Click here to enter text*
* *Click here to enter text*
* *Click here to enter text*