



UNWLA BRANCH NEW PROJECT PROPOSAL FORM

1. Applicant Branch / Regional Council

2. Date of Submission

3. Name of Applicant / Person Submitting Proposal

4. Position / Role within UNWLA

5. Contact Information

Telephone:

Email:

6. Project Title

7. Category of Proposed Project

Select all that apply:

Social Welfare

Education

Culture

Advocacy

Humanitarian Relief

Medical Aid

Mental Health / Psychosocial Support

Youth / Children

Other:

8. Proposed Project Start & End Dates

Start Date:

End Date:

9. Project Location & Address

City/Town/Region/Oblast:

Full Address/Name of Project Site (if applicable):

10. Name of Implementing Organization / Partner (if applicable)

11. Primary Project Contact Person

Name:

Title:

Telephone:

Email:

Website/Social Media:

12. Brief Background on the Organization

Please include mission, years of operation, relevant experience, and relationship to UNWLA (if any).

13. Summary of Proposed Project

Provide a concise overview of the project, its purpose, and what it seeks to accomplish.

14. Statement of Need

Describe the problem, need, or circumstances this project addresses.

15. Target Population / Beneficiaries

Who will benefit from this project? Please include estimated number of direct beneficiaries and any relevant demographic details (e.g., women, children, elderly, displaced persons, veterans, families, etc.).

16. Project Goals and Objectives

Please outline the main goals of your project, along with the specific objectives and expected outcomes for each (measurable where possible) .

Example:

- **Goal:** Increase creativity and cultural engagement through workshops.
- **Objective:** 60 children and youth participate in at least 7 workshops.
- **Outcome:** 60 children/youth demonstrate 90% positive feedback.

17. Key Activities / Project Components

Please describe the main activities that will be carried out.

18. How does this project align with UNWLA's mission and priorities?

Please explain how the project supports the mission, values, and objectives of UNWLA and, where relevant, the goals of the relevant committee or initiative.

19. Estimated Total Project Cost

20. Other Sources of Funding

Please list any other confirmed or anticipated funding sources, including applicant/partner contributions.

21. Budget Breakdown

In the space below, please provide a quick summary of your main category totals (e.g., Total Materials: \$5,000 / Total Travel: \$1,200 / Total Personnel Costs: \$3,000 etc.).

As a separate attachment, please submit a detailed spreadsheet breaking down every item. For each item, you must include: *Item description, Quantity, Unit of measurement, Unit cost, Total cost, and a Brief justification.*

Example for the attachment:

- Laptop | 2 | Pieces | \$500 | \$1,000 | For onsite project coordination
- Fuel | 50 | Gallons | \$4 | \$200 | Transporting volunteers to project site

22. Sustainability / Follow-Up Funding

If the project extends beyond the proposed funding period, how will it be sustained?

23. Who will be responsible for implementing the project?

24. Project Timeline

Provide a brief timeline of major activities and milestones.

25. Monitoring and Evaluation

How will progress and impact be measured? Please describe what data, reports, testimonials, photos, or other documentation will be collected.

26. Risks and Challenges

Please identify any anticipated risks, challenges, or limitations and how they will be addressed.

Branch President / RC President / Standing Chair

Name

Title

Signature

Date