# COFFEE CIRCLE PROJECT PROPOSAL TEMPLATE

This template is designed to help us evaluate how your proposed initiative fits within Coffee Circle Foundation mission and stated goals.

Please read our RFP in detail and complete the following template as clearly and concise as possible while still providing sufficient information. We added word counting to guide you.

Unfortunately, we can only accept applications in English.

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| **Organization legal name and registered office address** | | |
| Name: | | |
| Address: | | Country: |
| **Main contact person details** | | |
| Name: | | |
| Title: | | Email: |
| **Project title** | | |
|  | | |
| **Country / Countries selected for the project** | | |
|  | | |
| **Project duration** | | |
| Star date: | | End date: |
| **Total funding requested (Euros)** |  | |
| **Co-financing (in Euro) if any** |  | |

# **THE APPLICANT**: (max 250 words)

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| Tell us about you and your previous work relevant to this project. |

# **CONTEXT**: (max 150 words)

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| What is the problem you want to address? |

## **PROJECT OVERVIEW** (max 600 words)

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| 3.1 What is it? What do you want to achieve? State project high level objectives  3.2 Who are your partners in this project? State who you plan to engage with  3.3 What is the desired outcome? State what success looks like at the end of the project  3.4 Methodology. Provide a brief description of the project’s activities  3.5 Measuring Impact. State how the project monitors and evaluate impact, and how it will apply its learning  3.6 Risk and assumptions. State foreseeable risks and assumptions. Use of matrix is recommended. |

## ORGANIZATIONAL FIT WITH COFFEE CIRCLE (max 350 words)

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| 4.1 How does your vision align with Coffee Circle?  4.2 Explain how your project contribute to Coffee Circles strategies (Strategy 1: Improve livelihoods, Strategy 2: Achieve net positive impact, Strategy 3: Shape the market)  4.3 Explain how your project addresses the four cross cutting approach:   * Working with communities to identify needs * Local people involvement in implementation * Promote ownership by community to ensure sustainability * Have measurable goals but long-term impact |