

Topics	Description	Easel Display	Flyer	Length
Name of Project	Short name	Required	Required	Very short
Relevant Sustainable Development Goal/s	Identification of relevant SDGs that your proposed project addresses	Required	Required	Very short
Location	Location of proposed project	Required	Required	Very short
Key Issue	Identification of theme addressed	Required	Required	Very short
Problems	The issue your project is targeting to improve, with comments on the dimension of the problem	Required	Required	Medium
Objectives	Measurable, specific project objectives proposed	Required	Required	Medium
Solution	The project's proposed approach to solving the problem	Required	Required	Long
Stakeholders	Description of the stakeholders impacted directly or indirectly by the proposed project	Optional	Required	Short
	Level of engagement with stakeholders			
	Identification of formal buy-in to date of any stakeholders			
Results: • Direct Results • Impact on Community	The description of the direct result from successful implementation of the project as well as a discussion of the broader community benefits from the proposed implementation.	Optional	Required	Medium
Budget: • Overall • Existing Funding • Required Funds	<ul style="list-style-type: none"> <li>• Definition of budget for proposed project</li> <li>• Amount of budget already funded by in-kind or cash contributions</li> <li>• Outstanding funds required for proposed project implementation</li> </ul>	Optional	Required	Short
Timeline	Project timeline for realization	Optional	Required	Short
Status	Definition of where the project is in terms of realization: definition, launched, under expansion, etc. What has been done and what remains to be done. Should include qualification to support declared status	Optional	Required	Medium
Needs	The description of what you are requesting from others: funding, in-kind donations, skilled team member, specific technical expertise, help in upscaling project, networking connections to other NGOs, legal, social media, marketing and communication expertise, etc.	Required	Required	Long
Credibility	Why your approach is worthy	Optional	Required	Short
Next Steps	What your immediate plans are to proceed	Optional	Required	Medium
Contact Details	Your contact information	Required	Required	Very short
Supporting School	Name and logo of your school (where relevant)	Optional	Required	Very short