

Project Proposal

- 1 Background
2. Rationale
3. Theoretical framework
4. Goals
5. Objectives
6. Content of the Programme
 - 6.1 Name of the program:
 - 6.2 Date:
 - 6.3 Time:
 - 6.4 Place:
 - 6.5 Person(s)-in-charge
 - 6.6 Nature of the programme:
 - 6.7 Target Group:
 - 6.8 Structure of Activities / Tentative Programme Plan:

Date	Time	Objectives	Programme	Person-in-charge	Materials / Remarks

Resources (R-9)

7. Working Schedule (Sample):

Tasks	October				November				December				Person-in-charge	Helper
	09/10	16/10	23/10	30/10	06/11	13/11	20/11	27/11	04/12	11/12	18/12	25/12		
	W k 3	W k 4	W k 5	W k 6	W k 2	W k 3	W k 4	W k 5	W k 2	W k 3	W k 4	W k 5		
A					→									
B	→													
C					→									
D					⇒									
E					07/11									
F					→				→					
G					24/11				→					
H									⇒					

8. Tentative Program Plans:

Date	Time	Objectives	Programme	Person-in-charge	Materials / Remarks

9. Budget

<u>Income</u>	<u>Dollars (HK\$)</u>	<u>Expenses</u>	<u>Dollars (HK\$)</u>
Programme Subsidy by funding/agency			
Total	\$	Total	\$
Balance			\$

10. Contingency plan**11. Evaluation methods****References:****Appendices**

Project Evaluation Report

PART ONE

Name of the Programme:

Date / Period:

Time:

Venue:

Target:

Attendance:

Manpower:

PART TWO – Evaluation on the following items:

1. Attainment of objectives
2. Programme content
3. Suitability of the programme means
4. Participation & atmosphere
5. Publicity and recruitment
6. Physical environment / venue
7. Manpower / resources arrangement

PART THREE

- Financial Report

PART FOUR

1. Difficulties encountered
2. Recommendations and Suggestions

Appendices