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**Lancang-Mekong Cooperation Special Fund**

**Project Proposal**

DD/MM/YYYY

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| **Project Title:** *to reflect the main purpose of the project* |
| **LMC Member Country:**  |
| **Proponent (*Ministerial Level*):**  |
| **Implementing Agency:** Tel: fax: Email: Address: |
| **Participating LMC Countries:** *the member countries that are involved in the project* |
| **Project type:** *multiple choice*Technical Exchange □ Personnel Training □ Seminar □ Joint Research □ Platform Building □ Practical Cooperation □ Others(Brief Description: \_\_\_\_\_\_\_\_\_\_\_\_\_ ) |
| **Project Duration:** *how long will the project last*. |
| **Proposed Commencement Date:**  |
| **Project Budget:** *whole budget of the project, should be the sum of amount funded by LMCSF and self-financing.* |
| **Funded by LMCSF:** *amount that is funded by LMCSF.* | **Self-financing:***amount that is self-raised.* |
| **Project Description**1. Current problem

*Briefly describe the issues or problems in the region or sector that the project seeks to address. Explain causes of these issues or problems. And it should be clearly linked to the project’s objectives.*1. Brief Description

*Briefly describe the proposed project, especially its key output and activities. It should be succinct but contain enough information so that the approving bodies can understand how the project achieves its final objective.*1. Project History

*If the project is a recurring project, which means that there are other projects with the same or similar objectives, outputs and activities being currently implemented or having been completed, describe those projects briefly and illustrate how this new project will complement them.*1. Beneficiaries

*Who will directly or indirectly benefit from this project* |
| **Project Objective:** *Vision and mission of the project. If applicable, the project could have more than one objective.* |
| **Expected outcome and Project sustainability:** *How will the project contribute to LMC, and how the contributions are sustained after the completion.* |
| **Project Feasibility**1. Personnel

*Introduce the team that participates in the project implementation, especially the team leader.*1. Implementing agency’s qualification

*Introduce the IA briefly, and state the qualification of IA for undertaking the project.*1. Indicative work plan

 *Make a work plan diagram by organizing the information on what will be done in a hierarchical sequenced fashion.*

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| Outputs | Indicators | Activities | Time Frame |
| Quater1 | Quater2 | Quater3 | Quater4 |
| 1 | 2 | 3 | 1 | 2 | 3 | 1 | 2 | 3 | 1 | 2 | 3 |
| Output 1 |  | 1. A1
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. A2
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. A3
 |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 2 |  | 1. A4
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. A5
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. A6
 |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 3 |  | 1. A7
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. A8
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. A9
 |  |  |  |  |  |  |  |  |  |  |  |  |

*Example of work plan*1. Potential Risks

*what kind of risks the project may face and how to deal with them.* |
| **Annex- Budget Proposal** |
| **Legal Representative of the Project Implementing Agency** **Seal of the project implementing agency** **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Recommendation of the Project proponent Agency** **Seal of the project proponent agency**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |