

**New Project Request Form For Richmond-Hinche Partners**

Version Date: May 2017

Please complete this form for new projects expected to cost at least $5000 or 10% of the Richmond partner's annual Haiti budget. Please consult the diocesan Project Management Guidelines before completing this form.

**Names of Richmond and Hinche Partners:**

Enter the name and location of each partner**.**

**Project Name:**

**Project USD $ Amount:**

**Expected Project Start Date:**

**Expected Project End Date:**

**Project Type:**

Choose an area that most closely categorizes your project's focus:

Agriculture, Economic Development, Education, Emergency, Health, Microcredit Lending, Community Capital Improvements, Sanitation, Security, Water, Parish Administration, Parish Capital Improvements, Parish Faith Formation**.**

**Step 1. Needs Assessment**

Please consult Step 1 in the Project Management Guidelines:

**1A. Describe in detail what was involved and what areas/situations were examined during the Needs Assessment. Describe the identified needs and options considered to address the needs. Who from the two twins was involved in performing Needs Assessment? List 2-3 top priorities of parish/community. Summarize supporting documentation.**

**1B. What is the population identified in the Needs Assessment as needing assistance? How large is the population? What percent of this population will be benefitted by the project activities? What is the geographic area involved?**

**1C. Has this type of project been implemented in the area within the past five years? If so, by whom? Give a brief description of the results. Would you consider the project successful? Explain. Describe similar projects currently being implemented in the area.**

**Step 2. Project Design**

Please consult Step 2 in the Project Management Guidelines:

**2A. Give a description of the project. Who from the two twins was involved in designing the project? Is this a twin-to-twin project or are other people/organizations involved? Who? What resources (human, technical, systems, etc.) needed to implement the project are available at the local level? Which resources are not available at the local level? How will these non-available resources be obtained? Summarize supporting documentation.**

**2B. Is this a one-time effort or ongoing? Describe how the project will be economically self-sustaining after it is implemented. Describe any negative impact this project may have on the environment. Describe how implemented project will build capacity within community. Are all aspects of project design technically and financially feasible? What could be some issues? How will they be managed? What are sources of funds? Are they available? If not, how and when will shortfall be addressed?**

**2C. Goals, Activities, Benefits**

**Describe the identified PROBLEMS/NEEDS.**

**Goal #1: List a measurable GOAL, measurable ACTIVITIES/ACTIONS to accomplish the GOAL, the Date Completed, and Person Responsible.**

**Goal #2: List a measurable GOAL, measurable ACTIVITIES/ACTIONS to accomplish the GOAL, the Date Completed, and Person Responsible.**

**Goal #3: List a measurable GOAL, measurable ACTIVITIES/ACTIONS to accomplish the GOAL, the Date Completed, and Person Responsible.**

**Goal #4: List a measurable GOAL, measurable ACTIVITIES/ACTIONS to accomplish the GOAL, the Date Completed, and Person Responsible.**

**Describe measurable expected RESULTS/BENEFITS.**

## 2D. Budget - Projected Expenses

After you enter your projected expenses into the Project Budget, rename the spreadsheet with your Project Name and attach with form.

**Step 3. Project Review**

Please consult Step 3 in the Project Management Guidelines:

**3A. Who from the Haiti twin and community was involved in the creation and assembling of the Project Request before it was submitted to HPST? State the qualifications of the person(s) involved.**

**Step 4. Project Implementation**

Please consult Step 4 in the Project Management Guidelines:

**4A. What are the training requirements for both implementers and beneficiaries of the Project? Describe the requirements and how they will be met.**

**4B. Describe how the implementers will ensure that all the planned project activities will be done according to design, in a timely manner and within budget.**

**Step 5. Project Evaluation**

Please consult Step 5 in the Project Management Guidelines:

**5A. Evaluations should be done on the Goals, Activities/Actions, Timelines and Results/Benefits in Question 2C, and the Budget in Question 2D. How often will evaluations be performed? Describe the corrective steps that will be taken when issues arise during implementation and evaluations?**

**5B. Who from both twins and beneficiaries will be doing the Evaluations? How will these Evaluators be trained or what resident expert will evaluators use to conduct the evaluations?**

**Your Name:**

**Submission Date:**

**Your Email Address:**

**Instructions:**

After you complete this form, please email to:

Office of Social Ministries

[osm@richmonddiocese.org](mailto:osm@richmonddiocese.org)