

PROGRAM PROPOSAL FORMAT

I. TITLE. This is the distinctive name given to the extension proposal, which describes the scope of work in specific, clear and concise terms.

A. Implementer. This refers to the School, Department, Extension Institute or Foundation that will implement the program.

B. Extension Program Management Team

B.1. Program Coordinator. This refers to the head of the program who is in charge of the identification of the program's overall goal, outcome and objectives, as well as in the monitoring of various projects and evaluation of the program.

B.2. Program Team Members. This comprises all Project Leaders.

C. Target Group. This refers to the specific sector in the community who shall benefit the most from the overall goal, outcomes and objectives of the program (i.e., farmers, children, urban poor, women, teachers, etc.)

D. Cooperating Agencies. These refer to the government organizations (GO's), non-government organizations (NGO's), and people's organizations (PO's) that are involved in the program.

E. Duration. This pertains to the timeframe of the program.

F. Proposed Budget. This is the estimated or projected expenditures for all projects and activities.

II. PROGRAM DETAILS

A. Background Information and Statement of the Problem. This part refers to the overview of the program discussing the factors that led to the conceptualization of the problem/s, through the use of action research, which the program implementer hopes to solve through relevant intervention.

B. Overall Goal. This is the general statement about what the program intends to accomplish.

C. Component Projects, Outcomes, and Budget. For each of the outcome statements, a corresponding objective or objectives shall be formulated (cf. Project Details). In order to realize the objective, a support structure has to be created in the form of a project.

C.1. Component Project. A component project is a set of activities designed to realize a particular objective leading to an achievement of a desired outcome in a program. The component projects may include the needs assessment prior to the implementation of the program.

C.2. Outcomes. These are the positive changes that are intended for the target group. These should be measurable on the basis of their indicators and targets and should not be confused with outputs.

Component Project Title	Outcome	Budget
		Php
TOTAL:		Php

E. Scholarly Connection. This pertains to the contribution of the program in the advancement of knowledge. Generally, the study that had been made is submitted to a journal for publication or packaged into modules/monographs than can enhance classroom instruction or future extension programs.

III. PROJECT DETAILS

Each project should be accompanied by a mini-proposal on its own, specifying the following:

A. Project Title. This describes the scope of the work of the project in specific, clear and concise terms relative to the outcome that it intends to achieve through the objective/s that it needs to realize.

B . Project Team.

B.1. Team Leader. This refers to the head of the team who will be involved in a specific project.

B.2. Team Members. This refers to the faculty and student organization/s who will be involved in the planning and implementation of the project under the leadership of a project leader.

C. Objective. This pertains to specific ways that are to be carried out in a project in order to achieve the desired outcome. As a general rule, an objective should also be measurable, realistic, specific and time bound.

D. Activity Plan and Timeline.

D.1. Activities. These are the specific undertakings comprising a project in order to realize an objective. These are more focused in terms of scope and shorter in terms of timeframe.

D.2. Outputs. These pertain to the resultant products or the total number of people that had been served in the activity.

D.3. Timeline. This pertains to the schedule of the completion of objectives.

D.4. Personnel. These are the faculty, staff or students who are involved in the implementation of an activity within a project.

Activities	Outputs	Timeline	Personnel	Budget
				Php

E. Impact Assessment Plan

Outcome	Indicator	Data Collection Method	Frequency

F. Line Item Budget. This pertains to the overall expense related with the program. Here is the format and sample:

BUDGET ITEM	PARTICULARS	SUB-TOTAL	ESTIMATED COST
1. Operating Costs			00,000.00
1.1 Supplies	1.1.1. Ink cartridge: HP (P1,000.00/pc. x 3)	0	
	1.1.2. USB: 1G (P1,000.00/pc. X 2)	0	
	1.1.3. Bond papers – subs 16(P120.00/ream x 2 reams)	0	
	1.1.4. Etc.	0	0,000.00
1.2 Communication	1.2.1. Cell cards (P300/pc. x 4)	0	
	1.2.1. Etc.	0	0,000.00
1.3 Documentation	1.3.1. Cassette tapes: 60 mins (P90.00/pc. x 20)	0	
	1.3.2. Batteries: Size AAA (P60.00/pair x 20)	0	00,000.00
1.4 Etc.	1.3.3 Etc.	0	
2. Travel Costs			00,000.00
2.1 Fare	2.1.1. Bus Fares to and from Brgy Dos (P50.00/trip x 2 x 6 trips)	0	
	2.1.2. Rent of van/jeepney (P500/trip x 3 days x 6 trips)	0	
	2.1.3. Taxi fare within Baguio (P100 x 2 x 6 trips)	0	0,000.00
2.2 Food Expense	2.2.1. Meals (120/meal x 3 meals x 3 days x 6 trips)	0	
	2.2.2. Snacks (50/snack x 2 snacks x 3 days x 6 trips)	0	0,000.00
2.3 Etc.	2.3.1 Etc.	0	0,000.00
3. Others			00,000.00
TOTAL BUDGET			000,000.00

Note: Budget items will necessarily have to vary from one project to another.

IV. REFERENCES. These are the authoritative sources of information used to ascertain the claims that were stated in the Background and Statement of the Problem.

V. DOCUMENTARY ATTACHMENTS

A. Program Proposal documents may include:

1. a comprehensive assessment report and paraphernalia, i.e. survey questionnaire
2. a written consent from a target group (cf. REPO Form 10)
3. the location map showing the site/s or area/s where the program/project is going to be conducted

4. document/s relative to an approved funding from other donor/s or source/s, if applicable
5. written manifestation of cooperation from Cooperating Agency, if applicable (cf. REPO Form 11)

B. Periodic Report documents may include:

1. instructional materials, i.e. design, module or brochure;
2. for an enterprise, a business plan;
3. for communication and information dissemination, the name of the radio or television station, newspaper and the copy of printed materials;
4. for technical assistance and advisory services, the names of agencies, organizations, associations and other groups to be served;
5. for technology transfer and utilization, a written research output;
6. plan/s, drawing/s, specifications for infrastructure, machinery and equipment, etc.;
7. specific guidelines relative to the implementation of the program or component project/s;
8. pictures and if possible, video recordings;
9. receipts or vouchers (for Accounting Office);
10. attendance reports (cf. REPO Form 14)

C. Program Terminal Report may include:

1. a copy of action research output as basis for extension program;
2. an approved and signed copy of MOU or MOA, if applicable;
3. budget sourcing (cf. REPO Form 15)