



Hidaya Foundation
www.hidaya.org

Project Proposal
One Million Trees – HF505PP1
_____ **District Operations**

Headquarters
PO Box 5481
Santa Clara, CA 95056
(408) 244-3282
www.hidaya.org

Project Proposal

One Million Trees Environmental

(Enter Occasion, Year)
(District)

ed:

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Submitted By:
(Name of Person)

Country Manager
Hidaya Foundation

Treasurer
Hidaya Foundation

Date: _____

Date: _____



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Please Note: Hidaya Foundation is a charitable organization. It is Hidaya Foundation's fir projects or activities that are politically or religiously motivated. Hidaya Foundation only improve the society at large, and directly benefit people at individual or collective level

1.0 Project Objective

The purpose of this project is to help the new generation understand their lives as well as the ecosystem. In turn giving a better life to the new generation by planting appropriate trees so they may benefit from low quality fresh air, soil erosion, logging and lack of water. By doing this we can improve and make the environment more beneficial for us in the environmental sense but it is also a form of worship of God. Moreover it is also a

2.0 Project Summary

Project details / questions	Answer in this column
Proposed project name	
Occasion / Season / Month / Year	
Objective of the project	
Total funds (in Rs.) being requested	
Total funds in US Dollars being requested	
Expected Currency Exchange Rate	
Conversion	
Estimated project start date	
Estimated project end date	
Type of assistance requested	
Total number of trees to be planted	
Cities/Towns/Villages where the project will be executed	
Project manager name and contact information	
Number of people involved in the project	
Other information relevant to the Project.	



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Instructions:

- Complete form HF245VRF for every village and HF245SRF for every district and submit original form to HQ
- Enter the names of all the beneficiaries in HF245SDES; keep one copy of the form to HQ
- The requestor must answer each section in detail. It is suggested that the requestor is submitting a business plan for approval from a financial institution.
- The amount of details and thought process behind each section is an important part of the process.
- Special emphasis should be given to project planning, implementation, and reporting processes and budget details to ensure that the requestor has thought through every detail in his/her mind and spelled it out clearly.
- Photographs and/or Videos of the distribution process should be taken and submitted to HQ
- Genuine original receipts for all purchases should be kept for the District Office's local records
- For Banner size, wording, color and font should be consistent.
- District office should keep in mind that there should be three competitive bids for all materials/commodities they intend to purchase. Price should not be the only reason to select the supplier. The reputation of the supplier should be considered as part of the purchasing decision.
- Make sure to read through the instructions carefully before the implementation of project, so you can successfully execute the project.

3.0 Project Planning

Provide answers to the questions asked below. (Use as much space as needed to answer the questions to ensure that Hidaya can understand how well you understand the project.)

3.1.

How many years of experience do they have?

Manager?

How many staff (team of paid personnel or volunteers) will be used to help execute the project in a cost-effective manner?

What are the roles of the staff members (identified above) do?

Deadlines and Review Formats
What is the expected start date?



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- b. What is the estimated completion date?
- c. Will this project be on-going year after year?
- d. How often project review will be done and presented to HQ? (Present _____ months?)
- e. In what format project will be presented to HQ? (Present _____)

3.3. Beneficiaries

- a. Who will be the beneficiaries and what are their socio-economic status? _____ under Hidaya
- b. How will the beneficiaries be selected?
- c. How will the survey be performed for all beneficiaries? _____ Foundation guidelines?
- d. How many total People will benefit from the project?
- e. Will more People added to the project?

3.4. Preparation, Logistics and Distribution

- a. What will be the logistic plan to ensure smooth, effective, fair and timely distribution be ensured?
- b. What kind of trees will be distributed?
- c. Where will the distribution take place? _____ village or other location (identify)?
- d. What security measures will be taken to ensure the safety of distribution team?

3.5. Purchasing

- a. What kind of trees will be bought and in what quantity? *(Please give cost details in 4.1 Section)*
- b. What kind of trees will be bought from other areas? Please _____
- c. _____ (any) that you will be receiving a bid from and for what _____

_____ with the information of the supplier (with the business name, address, _____ must be submitted to HQ before purchasing.

_____ require to execute the project

_____ tasks may require special attention



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3.7. Project Monitoring and Evaluation

- a. How will the project be monitored?
- b. How will the project be evaluated?

3.8. Risks / Challenges / Opportunities

- a. What sort of roadblocks or diversions will be encountered? (examples: undue pressure from other individuals, etc.)
- b. What difficulties/risks do you anticipate?

3.9. Other: Use this section to provide feedback that you feel will help Hidaya Foundation.

