Project Proposal

One Million Trees – HF505PPl

Environnement Program

(Enter Occasion/Event, Month, Year)

(District Office Name)

Submitted To:

Hidaya Foundation

Date Submitted:

Rev 00

Submitted By:

(Name of Person)

Approvals

Name: ____________________    _____________________ __ _____________________

President      Country Manager      Treasurer

Hidaya Foundation      Hidaya Foundation      Hidaya Foundation

Signature: __________________     _________________ ______ _______________________

Date: ____________________ Date: ________________ Date: _______________

Hidaya Foundation

Latest Rev: June 4, 2008
Please Note: Hidaya Foundation is a charitable organization. It is Hidaya Foundation’s firm policy that it does not fund or support projects or activities that are politically or religiously motivated. Hidaya Foundation only supports projects/activities that impact and improve the society at large, and directly benefit people at individual or collective levels.

1.0 Project Objective

The purpose of this project is to help the new generation understand the importance and impact of trees in their lives as well as the ecosystem. In turn giving a better life to poor farmers how to plant appropriate trees so they may benefit from low quality farmland facing issues such as salinity, water logging and lack of water. By doing this we can improve and make the environment clean. Not only beneficial for us in the environmental sense but it is also a worship of God.

2.0 Project Summary

<table>
<thead>
<tr>
<th>Project details / questions</th>
<th>Please fill in this column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed project name</td>
<td></td>
</tr>
<tr>
<td>Occasion / Season / Month / Year</td>
<td></td>
</tr>
<tr>
<td>Objective of the project</td>
<td></td>
</tr>
<tr>
<td>Total funds (in Rs.) being requested</td>
<td></td>
</tr>
<tr>
<td>Total funds in US Dollars being requested</td>
<td></td>
</tr>
<tr>
<td>Expected Currency Exchange Conversion</td>
<td></td>
</tr>
<tr>
<td>Estimated project start date</td>
<td></td>
</tr>
<tr>
<td>Estimated project completion date</td>
<td></td>
</tr>
<tr>
<td>Type of assistance to be provided to the beneficiaries</td>
<td></td>
</tr>
<tr>
<td>Total number of beneficiaries expected to benefit</td>
<td></td>
</tr>
<tr>
<td>Cities/Towns/Villages where the project will be executed</td>
<td></td>
</tr>
<tr>
<td>Project/Program Manager’s name, telephone number and e-mail address</td>
<td></td>
</tr>
<tr>
<td>Backup Project Manager’s name, telephone number and e-mail address</td>
<td></td>
</tr>
<tr>
<td>Name(s) &amp; Title(s) of the person responsible for purchasing</td>
<td></td>
</tr>
<tr>
<td>Name(s) of those who will supervise the Project.</td>
<td></td>
</tr>
</tbody>
</table>

HF505PPI Latest Rev: June 4, 2008
Instructions:

- Complete form HF245VRF for every village and HF245SRF for every school and submit original form to HQ.
- Enter the names of all the beneficiaries in HF245SDES; keep one copy at the district office and submit original 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 will determine the eligibility and approval process.
- Special emphasis should be given to project planning, project management, review, documentation and reporting processes and budget details to ensure that the requestor has thought through every detail in his/her mind and spelled it out in writing.
- Photographs and/or Videos of the distribution must be taken for records and submission to HQ.
- Genuine original receipts for all purchased materials/commodities must be submitted to HQ and photocopies should be kept for District Office’s local records.
- For Banner size, wording, color and font, contact HQ.
- District office should keep in mind that they may be required to submit three competitive bids for all materials/commodities they intend to purchase. The reputation of the supplier and product quality should be considered as part of the purchasing decision.
- Make sure to read through the Project Completion Report template before implementation of project, so you can successfully execute the project and capture all the required information.

3.0 Project Planning

Provide detailed responses to the questions asked below. (Use as much space as needed to answer each question with adequate details to ensure that Hidaya can understand how well the project will be executed):

3.1. Project Management
   a. Who will manage the overall project? How many years of experience do they have?
   b. Who will be the backup project manager?
   c. How many supporting resources (team of paid personnel or volunteers) will be used to help execute the project in a timely and effective manner?
   d. What will each of the team members (identified above) do?

3.2. Project Task Dates, Deadlines and Review Formats
   a. What is the estimated start date?
3.3. Beneficiaries
   a. Who will be the beneficiaries and what are their socio-economic conditions?
   b. How will the beneficiaries be selected?
   c. How will the survey be performed for all beneficiaries under Hidaya Foundation guidelines?
   d. How many total People will benefit from this project?
   e. Will more People added to the project as they will be identified?

3.4. Preparation, Logistics and Distribution
   a. What will be the logistics for distribution of trees? How will a smooth, effective, fair and timely distribution be ensured?
   b. What kind of trees will be distributed?
   c. Where will the distribution take place? (Beneficiary’s home, village or other location (identify)?
   d. What security measures will be taken during distribution to ensure the safety of distribution team?

3.5. Purchasing
   a. What kind of trees will be purchased and how much quantity? (Please give cost details in 4.1 Section)
   b. What kind of trees will be bought locally? What kind of trees will be bought from other areas? Please provide the name(s) of the other areas.
   c. What are the names of the suppliers (if any) that you will be receiving a bid from and for what material?

Note: The documentation for the bids, along with the information of the supplier (with the business name, address, telephone number, and contact name) must be submitted to HQ before purchasing.

3.6. Project Tasks
   a. List all the steps you may require to execute the project
   b. Identify which project tasks may require special attention
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 do you expect to face during the life of this project (examples: undue pressure from other individuals/parties)?  
   b. What difficulties/risks do you expect to face in implementing this project?  

3.9. Other: Use this space to provide any other information or feedback that you feel will help Hidaya Foundation improve its process for future projects.
### Average Project Costs

#### 4.0 Average Project Costs

<table>
<thead>
<tr>
<th>S. No</th>
<th>Kind of Trees</th>
<th>Quantity</th>
<th>Price Per Unit (Rs)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 4.1 Cost of Trees:

#### 4.2. Overhead Cost: Fill in only the line items actually needed for this project

- a. District office amortization cost over 5 years
- b. Loading, Unloading and transportation of trees
- c. Packaging Labor compensation (each @ Rs. XXX)
- d. Distribution / transportation costs
- e. Distribution Helpers (each helper @ Rs. XXX)
- f. Photographs and related charges
- g. Overhead charges
- h. Documentation / copying charges
- i. Banners and advertising
- j. Postage
- k. Conveyance
- l. Salary of employees
- m. Other

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost (Rs)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Currency</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### 4.3. Total Cost

- Total Expected Costs in Local Currency (Material + Overhead Costs): $0.00
- Total Expected Costs in US Dollars ($): $0.00

I hereby certify that I will make sure that wrong elements of society (those who are involved in criminal and/or terrorist activities) will not benefit from Hidaya Foundation’s humanitarian project.

Project Manager’s Name: ________________________________
Signature: ____________________________________________
Date: ________________________________ Title: ____________________________

Reviewed and approved:
Operations Manager’s Name: ______________________________
Signature: ____________________________________________
Date: ________________________________