



NGO/CBO CAPACITY BUILDING – PROJECT PLAN TEMPLATE

This project plan template serves as a guide. Please complete, modify to suit your program, sign & submit.

1. PROJECT INFORMATION

Name of Organisation:	
Project Manager:	
Start Date:	
Finish Date:	
Total Project Budget:	

Title of Program:			
Name of Service Provider:			
No of Beneficiaries:			
Date:		Version:	

2. PROJECT PHASES, DELIVERABLES & TIMEFRAMES

DELIVERABLE	EVIDENCE	RESPONSIBILITY (Tick where applicable)		DUE DATE	COST
		NGO/CBO	Service Provider		
PROJECT INITIATION AND PLANNING					
Proposal and Plans	Proposals/Project Plans and Budget submitted	√			
	Proposals/Project Plans and Budget approved	√			
Institutional Capacity Building needs identified	List of Institutional Capacity Building needs	√			
Institutional Capacity Building Programs identified	List of Institutional Capacity Building Programs per identified needs	√			
	List of service providers and copies of contracts signed	√			
	SLA with FoodBev signed	√			
Initial payment received	1 st Payment: 20 % of NGO/CBO Grant due received from FoodBev. Invoices	√			R 20,000.00

DELIVERABLE	EVIDENCE	RESPONSIBILITY (Tick where applicable)		DUE DATE	COST
		FoodBev	NGO/CBO		
PROJECT MONITORING AND EVALUATION (M & E)					
Training/Technical Assistance Plans Implemented	Training/Technical Assistance Schedules approved				
	Completed Progress Reports submitted to FoodBev				
	Assessment Results to FoodBev				
	Updated Training/Technical Assistance Schedules				
Progress payment received	2 nd Payment: 30 % of NGO/CBO Grant due received from FoodBev. Invoices	√			R 30,000.00
PROJECT MONITORING AND EVALUATION (M & E)					
Training/Technical Assistance Plans Implemented	Training/Technical Assistance Schedules approved				
	Completed Progress Reports submitted to FoodBev				
	Assessment Results to FoodBev				
	Updated Training/Technical Assistance Schedules				
Progress payment received	3 rd Payment: 30 % of NGO/CBO Grant due received from FoodBev. Invoices	√			R 30,000.00

PROJECT CLOSE-OUT					
Final Project Report	Completed Final Project Report				
Impact of support measured	Report: Improved delivery of products and services				
	No and value of contracts and funds awarded				
Final payment received	4 th Payment: 20 % of NGO/CBO Grant due received from FoodBev. Invoices	√			R 20,000.00

3. MANAGEMENT AND ACCOUNTABILITY

Accountable: NGO/CBO Responsible Manager	Name: Signature:	Date:
Responsible: Service Provider's Project Manager	Name: Signature:	Date:
Approval: FoodBev Project Manager	Name: Signature:	Date: