# Project proposal

## Applicant

|  |
| --- |
| **Organisation** |
| **Project manager (attach CV)** |
| **Program for which the Project is proposed** |

## About the project

|  |  |
| --- | --- |
| **Project title** | |
| **Proposed project budget** | **Expected duration of project from start (months)** |
| **Aim** *(describe the aim of the project to the steering group)* | |
| **Objectives** *(as numbered list)*  1.  2. | |
| **Short background to the issue** *(a description of the importance of the project for the program)* | |
| **Scope and execution** *(what to do and by which methods)* **and expected result.** | |
| **Organization** *(Names of members in the project group. Not mandatory at this point.)* | |

## Other information

|  |
| --- |
| **Other relevant information about the proposal** |

## Signatures

|  |  |
| --- | --- |
| **Date** | **Date** |
| **Project manager** **signature** | **Manager signature** *(if necessary)* |

*Information*

*Note that this is* ***not*** *a Tender template. Tenders shall be created based on instructions in distributed RfQ:s, on the Supplier’s own templates.*

*The template shall be used for project proposals that have not been requested by the Program through a RfQ or similar. The project Proposal is not considered a binding Tender.*

*The Proposal is expected to be no more than 2 A4 pages long. If the steering group of the relevant Programme is interested in the Proposal, the Project manager will be asked to prepare a formal Tender. Feedback on the need to prepare a formal Tender can generally be expected within a month.*

*It is important that the Aim as described in this Proposal clearly show how performance of the project will benefit the Programme / steering group for which it is proposed.*

*Name the document ”Program for which the project is proposed” + “Name of your organisation” + “last name of your project manager” before submission. For example: “GINO Energiforsk Westling”.*

*Remove this information before submission.*