

# MAGGSOSA Projects Submission Form

This project submission form template is designed to make it easy for individuals and teams to submit their proposed projects online. It ensures that a proposed project is carefully reviewed before approval for funding to ensure the successful implementation of the project and its sustainability. A [review process](#) as been established for this purpose.

Requestor Name			
E-Mail Address			
Phone Number		Submission Date	
Exp Start Date		Exp End Date	

**Name of Project** \_\_\_\_\_  
]

## Background

[Why is the project being undertaken? Describe an opportunity or problem that the project is to address - 500 characters.]

## Project Goals/Objectives

[Goals must be [SMART] Specific, Measurable, Achievable, Reasonable and Timebound]

## Expected Outcomes

[What will be the end result of the project? Describe what phases of work will be undertaken.]

	Task	Start and End Dates
Phase One	...	...

Phase Two	...	...
Phase Three	...	...

**Project Budget/Expense Narrative**

[Describe the main project expenses: non-recurring & monthly recurring and how the values were arrived. You may include an additional form or page if applicable.]

**Monitoring and Evaluation**

[Describe how progress will be evaluated throughout and at the end of the project. Formulate clear indicators for setting goals and measuring results.]

**Signature(s) of Requestor(s)**

\_\_\_\_\_

Name
[Signature]
Date

\_\_\_\_\_

Name
[Signature]
Date