



**Advent SHARE Ministries (ASM), Inc.**

*Service for Happiness And Redemption for Eternity*

4919 Elk Lane, Edinburg, TX 78539 USA

## Project Concept Paper

### ***Requesting Organization***

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_, fax \_\_\_\_\_, e-mail \_\_\_\_\_

### ***Title of Project & Location***

Title \_\_\_\_\_

Location \_\_\_\_\_

### ***Summary of amount needed***

Amount being requested from **ASM** \_\_\_\_\_

Amount of Beneficiary Contribution \_\_\_\_\_

Amount from other Partners: \_\_\_\_\_

Total cost of the project \_\_\_\_\_

***Project Duration (number of months)*** \_\_\_\_\_

### ***Project Background (rationale)***

Who are the people in need? \_\_\_\_\_

How many of them? \_\_\_\_\_

What is their priority need? (One need at a time) \_\_\_\_\_

When does the need occur? \_\_\_\_\_

Where do the people go at present to meet their  
need? \_\_\_\_\_

Why does this need occur? \_\_\_\_\_

What will happen if the project is not funded? \_\_\_\_\_

### ***Project Goals & Objectives, Output***

What will happen if the project is completed? \_\_\_\_\_

What are the expected results of the Project? \_\_\_\_\_

How much percentage of the need will be eliminated?  
\_\_\_\_\_

How long will it take to accomplish the objective? \_\_\_\_\_

When is the best month to start the project? \_\_\_\_\_

Where will the project take place?  
\_\_\_\_\_

Who will and how many will benefit from the project \_\_\_\_\_

### ***Beneficiaries and other stakeholders***

Total # of Beneficiaries \_\_\_\_\_ # of Women \_\_\_\_\_ # of Men \_\_\_\_\_ # of Children \_\_\_\_\_

Other Partners who will be involved in the project (Please specify)

\_\_\_\_\_

How are the beneficiaries selected?

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Why were they selected as beneficiaries? \_\_\_\_\_

What will be the beneficiaries' contributions to the project?

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***Implementation Plan***

Lists of activities to be undertaken (from start to completion)

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Why is it being done this

way? \_\_\_\_\_

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What resources are needed?

List of Human Resources Needed \_\_\_\_\_

\_\_\_\_\_

List of Materials Needed \_\_\_\_\_

\_\_\_\_\_

List of other resources needed \_\_\_\_\_

\_\_\_\_\_

How much will be the total cost of the project (budget)? Please attached in a separate page the details.

Who will be responsible to see to it that the project is implemented as planned?

\_\_\_\_\_

How will the project be maintained after completion? \_\_\_\_\_

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***Assumptions and Risks***

List of assumptions (positive factors or events that will make the project successful and what will you do to make these happen?

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List of risks (negative factors or events that will make the project a failure and what will you do in case these occur?)

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**NOTE:** Writing a Project Concept Paper is a way of presenting a community need to **ASM** and what should be done to help. This will also give **ASM** a better understanding of the need and how to possibly facilitate and be able to provide solution to the community need. When collecting information from the community in order to write a concept paper, please be extra careful not to raise the prospect beneficiaries expectations from you or **ASM**. If uncaredful, the good intentions to help may ruin you and ASM. We **DO NOT** guarantee any funding for good ideas at this stage.

/rec