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UK Humanitarian Innovation Hub

**Exploring the HRI Digital Landscape**

Proposal Template

[INSERT ORG NAME]

Proposals should be written in Arial, 11 font side and with normal spacing. Please do not adjust the margins of the template and provide no more than 6 pages.

**Guidance for Applicants**

This form is intended to capture essential information about your project proposal and organisational capacity. Proposals should be written in Arial pt 11. Please do not adjust the margins of the template.

## **Section 1: Applicant Information:**

|  |  |
| --- | --- |
| **Main contact and position:** |  |
| **Contact email:** |  |
| **Organisation(s):** |  |
| **Address:** |  |
| **Website:** |  |
| **Background:**  Provide brief background on your organisation. |  |

## **Section 2: Project Proposal:**

|  |  |
| --- | --- |
| 1. **Overview (800 words max)**   Summarise how you will deliver the aim and objectives. |  |
| **Work package:** | **Activities:**  Please provide details of the specific activities you will conduct in support of these work packages. |
|  |  |
|  |  |
| **3.** |  |
|  | . |
| **Start Date, key milestones and end date (300 words max):**  Highlight the earliest start date for the work and timed key milestones. |  | |

**3.2: Engagement and Evaluation:**

|  |  |
| --- | --- |
| **Stakeholder engagement (500 words max):**  Outline the approach to stakeholder engagement. |  |
| **Communications and Engagement (200 words max):**  Briefly outline your plan for sharing the project’s progress and/or results with relevant stakeholders. |  |
| **Quality Assurance (200 words max):**  Provide a framework or approach for validating, defining, and measuring the quality of deliverables. This should include specific methodologies for assessing outputs and a clear plan for how quality assurance will be applied to ensure that all produced materials meet established standards. |  |

## **Section 4: Technical Capacity:**

|  |  |
| --- | --- |
| **Previous Experience (500 words max):**  Provide evidence of successful delivery of similar initiatives, ideally within the humanitarian sector, and highlight capacities against the technical requirements. |  |
| **Project Team (200 words max):**  Provide brief bios for key team members, highlighting their relevant experience and/or qualifications. |  |