Proposal Format
Community Education Project (CEP)
Kathmandu University

Please follow these guidelines properly to prepare a proposal for Community Education Project (CEP), Kathmandu University.

Cover Page

Must Include

- Complete title of your Project along with the name of the targeted area.
- Submitted By: Faculty (full name, designation, department, email and contact no).
- Submitted To: Project Coordinator, Community Education Project.
- Date of submission.
- Insert KU logo in the cover page.

Introduction

Provide your project background and description of the identified area (proposed site). Describe how this project came about, who is involved, and the purpose. This section should also include the number of students for project, their description (level, department) and their role in this project.

Problem Statement

Provide brief information about the current situation of existing problem in the identified area. Include the targeted group/individual affected by the current situation.

Project Scope

Project scope defines the boundaries of a project. Think of the scope as an imaginary box that will enclose all the project elements/activities. It not only defines what you are doing (what goes into the box), but it sets limits for what will not be done as part of the project (what doesn't fit in the box). Scope answers questions including what will be done, what won't be done, and what the result will look like.

Objective of Project

Provide a brief description of your project objective and elaborate where ever necessary.

Affected Parties

List the community/ demographic group/ individual/ any organization which will have impact by this project and describe how they will be affected. This section should clearly define on how your project will have overall impact in community. Highlight the possible visible impact in community after the implementation of your project.

Implementation Plan

Include your activity detail that lead to your proposed solution. Summarize what you're proposing to do and how you're going to meet the goals. You'll be able to expand on the details within following table. This section should clearly define the time length of your project along with the date of conduction and details of different activities to be conducted on each day.

Date	Activity List	Activity Detail

Budget Distribution

Budget Details	Amount (NRs)	Days	Total	Remarks
Food (per day)* person	Max 400Rs. per student per day.			Attach bills
Travel	Depending on location			Transportation ticket should be attached
Rent of lodge	Varies upon locations			A/C to bill
Stationery / Equipment				A/C to bill

Total In figure
Total in Words

Note:
CEP only provides financial support under budget headings: food, travel, rent of lodge and buying of any necessary project equipments. You have to input tentative reasonable amount in each budget headings. Whenever specified a/c to bill, you have to provide a genuine bill of purchase or expense.

Conclusion
Provide a description on what does your project imply and how it is going to benefit a targeted users of the community, for the enhancement of their lifestyle.