## **Template for Project Proposal and Budget**

## 1. Project Title

# 2. Lead Working Group

Please note which Working Group has recommended the project be taken forward.

Additionally, if other Working Groups or Subcommittees have interests in the work of this project, please list them here.

#### 3. Project Description

A very brief overview of the project proposal and its expected outcomes.

# 4. Project Justification

Demonstrate connections to relevant recommendations and Resolutions endorsed by the Commission including, where relevant, the Conservation Committee's Strategic Plan.

## 5. Relevant IWC Voluntary Funds

Please list all relevant IWC Voluntary Funds and which criteria this project meets.

# 6. Relevant External Funding Opportunities

Please list all relevant external funding opportunities identified.

### 7. Overview of activities

Activity	Expected Results	Timeline	Budget Implications	
			Type (Salary, Travel, Meeting Services, Equipment, Other)*	Estimated Cost (GB pounds)

Add more rows as needed		

### 8. Core Secretariat support required

Туре	Detailed description	Number of days
IT/database		
Communications		
Meeting Services		
Project management		
Other		
Total		

## 9. Potential partners or funders

Please include a list of all potential partners and funders and their role in this project.

## 10. Project requirements/Permits/Insurances

Please list any constraints or other considerations e.g. field work permits, CITES permits, welfare concerns, security considerations etc

Please confirm that all relevant insurances are secured.

### 11. Possible Risks

This should include all possible risks or uncertain factors that might have a negative impact on the project and their possible consequences. Add mitigation options, if possible.

<sup>\*</sup>Salary costs should include salaries for additional staff to be recruited but exclude staff time of existing Secretariat staff (core time), which is outlined below. Travel costs should include a breakdown of flights, accommodation and subsistence. Please contact the Secretariat for guidance on subsistence rates.