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| **This form must be completed and submitted for any project / activity / programme that any Ghana Rugby Body or person want to embark on that requires GRFU approval and / or funding or other assistance. No request will be looked at without this proposal attached to it.** |

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| --- | --- | --- | --- |
| **Date** |  | **Body / Person** |  |
| **Project Name** |  |
| **Planned Date** |  | **Venue** |  |
| **1.Motivation / Objective** | Describe below why this project / activity / programme is necessary, and what you intend to achieve with it, i.e. what will the beneficial outcomes be for Ghana Rugby. |
| [Type here] |
| **2.Activities To Be Undertaken** | Describe below the main activities that will need to be undertaken to achieve the above objective. Insert lines if required. |
| ***Activity*** | ***By Who*** | ***Due When*** |
|  |  |  |
|  |  |  |
|  |  |  |
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| **3.Resources (Men, Machines & Money)** | Describe below the main resources that will be required to complete the project / activity / programme successfully. |
| ***3.1-Men (Human Resources)*** |  |
| ***3.2-Machines (Facilities / Equipment)*** |  |
| ***3.3-Money*** | *Own Contribution* | *Sponsors / Donors* | *GRFU* | *Total* |
|  |  |  |  |
| ***3.4-Other Resources*** |  |
| **4.Funding Strategy / Plan** | If you do not have enough funds to undertake the activity what your funding strategy / plan is. |
| [Type Here] |

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| **5.Publicity Strategy** | Shortly describe the publicity value of the project |
| Does the project have publicity value, and if yes, motivate why you say that |  |
| Indicate the scope for publicity | [ ] Local | [ ] National | [ ] International | [ ] Other |
| Indicate primary channels  | [ ] TV | [ ] Radio/Press | [ ] Online | [ ] Other |
| Describe what will be supplied to media | [ ] Press Release | [ ] Pictures | [ ] Video / Interviews | [ ] Other |
| Name the main media you are targeting |  |

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| **6.Risk Analysis** | Shortly describe the potential risks if this project is not undertaken or risks that may be associated with this project (add lines if required) |
| **If…**(Say what may happen) | **Then…**(Say what the possible consequences may be if it happens) | **Likelihood**1 = Highly unlikely10 = Most probably | **Seriousness**1 = Not serious2 = Very serious |
| If the project does not go ahead... |  |  |  |
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| **7.General Comments** | Shortly add any other information that may be relevant to a decision on this project |
| [Type here] |

Email this form to info@ghanrugby.org with any other support documentation

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Signed Date

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel (WhatsApp): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_