



A. S. Hornby Educational Trust



Hornby-IATEFL Associates project proposal form (2018)

Please complete the following form in full

Name of project team leader:	Date:
Institution:	
Contact details (mailing address and email address; telephone number):	

Title of project:
Nature of project
Proposed date(s) of activity:
Objectives: <i>(What will have been achieved by the end of the project)</i>



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Rationale:

(Please use no more than 200 words to give the background to and need for the project)

Outline of project stages and timeline:

Dates	Description of activities	Duration



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<p>Team members: <i>(Please give the names of institutions and individuals involved in the project as well as management roles and responsibilities of members of the team)</i></p> <p>Team leader Name: Institution: Responsibilities:</p> <p>Team members (repeat as many as necessary)</p> <p>Name: Institution: Responsibilities:</p> <p>Name: Institution: Responsibilities:</p> <p>Name: Institution: Responsibilities:</p>
<p>Partners: (This can include donor, sponsor and mentoring individuals or organisations.)</p>



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Costs and budget breakdown:

a) Local:

b) Hornby funds breakdown:

Description	Breakdown	Total costs	Remarks

c) Other sources of funding:



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Evaluation:

(Include measures for immediate evaluation (questionnaires, feedback forms, etc.) and for the assessment of long term impact)

When?	What?	How?

Please send your applications to: Lou McLaughlin associaterep@iatefl.org and Kirsteen Donaghy Kirsteen.Donaghy@britishcouncil.org.my by 10 September 2018.