Education and Training
Project Proposal for Approval for Funding

Title of Proposal:

The title of the proposal should be explicit to identify with the essence of the proposed concept.

Submitted By:

Name, full title, affiliation. Include everyone on the team.

Date of Submission:

Type of Submission:

☐ Original ☐ Revised

Contact Information:

Main Contact:
Address:

Phone:
Email:

How Does the Project Relate to IMII Areas of Focus:

☐ Exploration
☐ Mining
☐ Processing
☐ Economics of Commodities
☐ Workplace Health & Safety
☐ Environmental Sustainability
☐ Social License
☐ Policy Research

Introduction to Your Organization:

Less than 100 words is preferred

Project Summary:

Project idea/summary:
- Capture the essence of the project by briefly stating (about 300 words):
- What the current context or situation is
- What your organization/team feels would be a way of addressing the problem(s) using its expertise
- Why this is a good way to go
- What impact will be achieved, what would be the outcome
- Who the main beneficiaries will be, what is the gain
- What is the alignment with IMII
- The time period envisaged for the project/idea being proposed
- The overall cost, funding being required

Total Project Budget:		**Funding Requested:**	
Project Period From:		**Project Period End:**	

Revision Highlights:

When and if the proposed project proposal is resubmitted, the revisions/what changed should be highlighted.

Proposal:

The body of the proposal should contain:

- Context – describe the context briefly, giving relevant figures
- Specific/relevant opportunities and/or problems – explain how you identified the problem or opportunity of particular concern to you
- State what qualifies your organization to address such issues
- Objectives – state the general and specific objectives of the project
- Intended process – summarize the intended process
- Milestones and deliverables – a list of milestones and deliverables and the timeline to achieve
- Project Stages – if applicable, list what the different stages are in the project, for example, what must occur in phase one before phase two can proceed
- Potential Impact – discuss what the potential impact of the project would be
- Collaborations – list any collaborations that will occur with the project
- Sustainability – discuss how the project will become sustainable

You can refer to the appendices for more detail. If there are risks involved in the project, mention briefly how you will address them, and what degree of flexibility will be needed.

Budget:

State briefly what you are requesting from IMII and why. Include a brief budget summary. The detailed budget should be in the appendices. Here just give main budget items and totals over the whole project period. This is also a good place to summarize your financial plan for the project e.g. who else are you asking for money from?

Expenses:	Year 1	Year 2	Total

Appendices:

This is where you can put detail without making the body of the proposal too long.

- Detailed technical description of project
- Methods
- Timetable
- Detailed budget, broken out by year
  - equipment requirements including description and costs
  - personnel requirements including description of people, salaries, term
  - travel costs
  - infrastructure
  - administration
  - income, e.g. tuition fees
  - funding received from other organizations
  - funding being put forth by your organization
- Letters of support

Bibliography and References:

List any references you have used, in the order in which you mention them in the text.