

## **DOCUMENTATION OF PROJECT PROPOSAL**

**To FAMs,**

**Kindly take note of the following before submission of project proposal**

**Once the projects are cleared (analysis done upto validation)**

- 1. Key in the system**
- 2. Download the schedules and confirm that the entry into the system are as indicated in the minutes especially project name, activity and cost**
- 3. Once verified, Download the final schedules to be duly signed**
- 4. Ensure Minutes and Ward reports are duly signed**
- 5. Scan the document in ONE PDF DOCUMENT in the following order**
  - Forwarding letter**
  - Ward forum report duly signed**
  - NG-CDFC minutes duly signed and endorsed in every page**
  - Duly signed 3rd schedule**
  - Duly signed 4th schedules following the arrangement in the 3rd schedule**
  - Any other additional information requested by the Board**