**Proposal form template**

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| **PARTICULARS OF PROJECT TEAM** | | |
| Name of School: | | |
| Address of school: | | |
| Name of teacher-in-charge: | | |
| Email address: | | |
| Tel No: | Fax No: | |
| **PROJECT DESCRIPTION** | | |
| Theme: Kindness, it’s up to us!  Title of project:  Project items and objectives: | | |
| Date (s) of project: | | Estimated number of participants:  *(excluding Project Team)* |
| Other partners / sponsors (if any): | | |

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| **ESTIMATED EXPENDITURE AND PROJECTED INCOME** |
| Please provide a detailed breakdown for each budget item. If the project consists of a series of activities, please use separate sheets for each activity and give the overall surplus or deficit for the entire project.   |  |  | | --- | --- | | **Estimated Expenditure** *(e.g. venue rental, setup, publicity etc)* | **Amount ($)** | |  |  | | **TOTAL EXPENDITURE (A)** | $ | | **Projected Income**  *(e.g. other sponsorships, donations, ticket sales etc)* | **Amount ($)** | |  |  | | **TOTAL INCOME (B)** | $ | | **SURPLUS / DEFICIT (B) – (A)** | $ | |