Project fact sheet: Title

## Project details

**Insert map**

|  |  |
| --- | --- |
| **National Society** |  |
| **Appeal code** | *If the project is part of a bilateral project, it needs to  be specified here.* |
| **Objective(s)** |  |
| **Duration** |  |
| **Location** |  |
| **Cost** | *Provide cost in both Swiss francs and local currency:*  *e.g., 20,000 Swiss francs (CHF) (1,040,000 Kyrgyzstani som (KGS)).*  *Calculate the average exchange rate during the programme period using* [*www.oanda.com*](http://www.oanda.com). |
| **Main sector(s)** |  |
| **Number of households** |  |
| **Selection criteria** |  |
| **Main activities** |  |
| **Key outcome(s)** |  |
| **Number of staff members involved** |  |
| **Other Red Cross Red Crescent involvement** |  |
| **Assessment information used** |  |

## Project description

**Insert project   
time line**

**Context and programme choice**

*Brief description of the disaster, situation and impact of the disaster.  
Include International Red Cross Movement action and its cash/in-kind components as part of its response.*

**Assessment and programme design**

*Description of the assessments conducted, which were used to design the   
response.*

*Include reasoning and justifications for the programme design.*

**Household selection**

*Description of the household selection criteria and household selection   
process.*

**Programme implementation**

*Description of how the programme was implemented actually, based on   
what was planned. Include any adjustments, challenges and successes  
 encountered during programme implementation.*

**Programme outcome**

*Highlight of achieved outcomes against what was planned.*

|  |  |
| --- | --- |
| Cash-based programming facts  *(Please create new column(s) if the CTP covers multiple sectors, which have different programming facts.)* | |
| **Total transfer amount per household** | *Provide the amount in the local currency and Swiss francs: e.g., KGS 6,000 (CHF 115).* |
| **Number of payments** | *Provide the number of instalments. If there are multiple instalments, provide the amount of each.* |
| **Percentage value of cash transfer amount to total project cost** |  |
| **Modality** | *For consistency, please use the following options and describe the detail in brackets:*   * *unconditional cash grant* * *conditional cash grant* * *voucher* * *cash for work* |
| **Payment mechanism** | *For consistency, please use the following options and describe the detail in brackets:*   * *direct distribution of cash* * *direct distribution of vouchers to be redeemed through third party* * *cash transfer through third party (e.g., e-card distributed by the National Society and redeemed with traders)* |
| **Method for setting value of the cash transfer** |  |
| **Partners/service providers** |  |
| **Service provision charges** |  |
| **Value of cash transfers as a percentage of total project cost** | *If available* |

|  |  |
| --- | --- |
| In-kind-based programming facts | |
| **Type and number of items per household** | *List each single unit item* |
| **Total kit equivalent value** | *Provide the equivalent value in the local currency and Swiss francs: e.g., KGS 6,000 (CHF 115).* |
| **Number of distributions** | *Provide the breakdown of items distributed by site and date* |
| **Percentage of in-kind value to total project cost** |  |
| **Associated costs** | *Transportation, custom clearance, etc.* |

### Reflecting on our learning

*It is powerful to include a quote; if you do so, do not forget to source the quote* (e.g.,Source: full name, position title, National Society).

*Summarize three or four key learning points from this specific programme.*

### Insert photograph of project

**Project photograph**

**Insert photograph of   
voucher/card, in-kind kit, etc**.

Photo caption XXXXX

**Further information can be obtained from:**

Name

Position

Telephone

E-mail

Name

Position

Telephone

E-mail

### Annexes

*Attach any relevant document to complete the information*

**------------------------------------------------------------------------- end of fact sheet -------------------------------------------------------------------------------**

### General notes

* *Avoid using the term ‘beneficiaries’; instead, use the term ‘household(s)’.*
* *Spell out full names for the first time before using acronyms.*
* *National Societies are never abbreviated in IFRC published materials*
  + *Abbreviating IFRC is accepted.*

### Images

*Images used must be of high resolution to be useable by the design and production team (ideally 300 dpi, minimum 200 dpi). To check image resolution:*

* *right click the image*
* *open the ‘Details’ tab*
* *under ‘Image’, check that the ‘Horizontal resolution’ and ‘Vertical resolution’ are both at least 200 dpi.*

*Keep original images on file as images lose resolution once embedded into Word. The design and production team will need these.*

*Whenever possible, obtain an accurate photograph caption when collecting pictures. Every image included will need a photograph caption either that describes what is happening in the picture (e.g., John Smith purchases the preferred food products for his family using the e-card) or that is a more-general thematic caption (e.g., cash transfer programming gives people like John Smith the dignity and choice to purchase what he and his family prioritizes most).*

### Tables, graphs and time lines

*For any tables, graphs and time lines, focus on the content as the appearance is likely to be changed by the design and production team to fit IFRC’s layout.*