



Sustainable Development
Working Group

SDWG Project Proposal Template
Effective as of 21 March 2018

SDWG PROJECT PROPOSAL TEMPLATE

Note to project leads: The SDWG Project Proposal Template is to be used in conjunction with (1) the [Procedures for Submitting, Endorsing and Managing SDWG Projects \(Annex A\)](#); (2) the [SDWG Recommendations & Follow-up Matrix \(Annex B\)](#); and (3) the [SDWG Communications Strategy \(Annex C\)](#).

<p>Project Title:</p>	<p>Lead Country/Project leader(s):</p> <p><i>Name of individual(s) person and institution(s)*</i></p> <p>*Also include participating Arctic Member States, Permanent Participant Organizations and contact person (up to three names of person who are actually in charge of the project). Project proposals should have broad Arctic Member States and Permanent Participant Organizations support.</p>
<p>Summary of Required Project Inputs:</p> <p><i>Identify all sources and types of funding and other resources, such as in-kind contributions of technical expertise</i></p>	<p>Relationship to other AC Working Groups:</p> <p><i>Name of Working Group/contact name</i></p>
<p>Summary of project objectives and main outcomes:</p>	

Project objective(s)

Provide a clear and concise description of the new action, including

- Project's linkages to the SDWG's Strategic Framework and stated priorities;
- Project's contribution to one or both of the following: **(1)** building an integrated multi-disciplinary knowledge-base; **(2)** building the capacity of Arctic residents to better manage the current and future challenges and opportunities in the circumpolar region;
- A description on how this project will contribute or advance on (one or more) recommendations provided in previous SDWG initiatives undertaken in the relevant project area;
- Project's linkages to other Arctic Council Working Groups' activities;
- If the project is linked to knowledge or action, describe the type and nature of information that will be made available, the beneficiaries, and their capacity to apply this knowledge in situation;
- If the project is linked to capacity building, identify the target group or institution, the type of capacity to be developed and the way in which this strengthened capacity will benefit or improve the quality of life of Arctic residents;
- If applicable, describe which of the United Nations 2030 Sustainable Development Goals the project correlates with, and describe how this correlation functions.

Activities and Outputs

- Outline the key activities/tasks to be undertaken;
- Outline the desired project outcomes – these should support the project's objective(s);
- Indicate whether the project plans to produce any policy recommendations.

Partnerships

- Outline the key stakeholders and organizations participating in the project and how their participation is complementary to mutual objectives;
- Outline partners' contributions, which may include leveraging financial and other forms of support, individuals and groups who will participate in the implementation of the project;
- Outline opportunities for engagement of Observers. What would be the anticipated role of Arctic Council Observers in the project and, accordingly, what are the type(s) of involvement and/or support being sought (i.e. financial, in-kind, expertise, use of established networks, etc.).

Timetable and Project Completion

- Indicate the intended date of project commencement;
- Include project's implementation plan and dates of major events, if possible;
- Indicate the completion date;
- Describe if the project is to continue outside the SDWG purview; how will the project be sustained once it is no longer an SDWG project?

Costs

- Provide a cost estimate and detailed budget that identifies all sources of funding.

Note to project leads: Project lead(s) are strongly advised to ensure there is funding to support the meaningful engagement of Permanent Participant Organization(s) in the realization of this project's objective(s).

Integration of Indigenous and Local Knowledge

- Identify whether the use of Indigenous and Local Knowledge will lead to better project outcomes;
- If so, explain how Indigenous and Local Knowledge will be used in this project;
- If not, provide an explanation why Indigenous and Local Knowledge is not applicable or not feasible for this project.

Communications

- Identify the target audience(s);
- Indicate how the SDWG and/or State Project lead(s) will communicate project goals/objectives, implementation strategy and final results to the broader Arctic Council community, proponents, beneficiaries and Arctic residents.

Note to project leads: In accordance with the SDWG Communications Strategy (Annex C), uniform branding including the use of the SDWG logo on all print and digital outreach materials is required. The SDWG logo is available from the SDWG Secretariat.

In line with, but not limited to, the regular SDWG reporting schedule, project leads will routinely provide the SDWG Secretariat with updated communications-ready material relevant to the project. These materials will include project-relevant photographs and key messages formatted for use on the SDWG website, traditional media and social media platforms.