Concept note TEMPLATE

# Concept notes should be completed in English.

# Section 1: About your organisation

|  |  |
| --- | --- |
| **Name of your organisation:** |  |
| **Correspondence address:** |  |
| **Name of the person completing this form:** |  |
| **Role within the organisation:** |  |
| **Contact email:** |  |
| **Contact telephone number:** |  |
| **Website for your organisation (if available):** |  |

# Section 2: About your project

|  |  |
| --- | --- |
| **Project Title** |  |
| **Outcome Area**  *Referring to the list of Outcome Areas, describe the focus of the project* *(max 100 words)* |  |
| **Aim of the project**  ***What*** *is the* ***purpose*** *of the project – what change will it bring about? (max 100 words)* |  |
| **Project summary**  ***How*** *will your project achieve the aim described above? What activities will you deliver? (max 250 words)* |  |
| **Who will be involved?** *Who is your target audience/stakeholders? Will any specific beneficiary groups will be involved?**How will your project contribute to the involvement of these groups? How many people/organisations are you planning to reach? (max 250 words)* |  |
| **Budget**  *What is the estimate of total budget of the project?*  *What is your estimate for the total grant needed for your project? (A full budget shall be submitted with your application)*  *Do you plan to attract a co-financing/self-financing for the project? Please, estimate the percentage.* |  |
| **Timing and duration**  *When do you plan your project’s start and finish?* |  |
| **Risk assessment**  *Describe the main risks related to the implementation of the project* (max 50 words). |  |
| **Previous experience**  Please provide details of **up to** three projects you have delivered that are relevant for this project. Please provide details of what was achieved, the duration and the budget. | |
| **1 Project title:** | |
| **Funder (if appropriate):** | |
| **Budget:** | |
| **Duration:** | |
| **Main achievement** (Max50 words)**:** | |
| **2 Project title:** | |
| **Funder (if appropriate):** | |
| **Budget:** | |
| **Duration:** | |
| **Main achievement (Max 50 words):** | |
| **3 Project name:** | |
| **Funder (if appropriate):** | |
| **Budget:** | |
| **Duration:** | |
| **Main achievement (Max 50 words):** | |

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| Prepared by  (name, last name, position): |  | Date: |