#### Template for Concept Note

*The concept note is the first step to the application process. Applicants whose concept notes have been chosen for further assessment will be advised and will need to prepare a detailed project proposal and business plan for further evaluation.*

**Insert Title of Proposed Project**

*Insert date of proposal*

1. **Implementing entity and key partners**

Insert name and short history of the organisation submitting the concept note, including a short description of the organisation's legal status and financial and operational capacity. If applicable, also provide a brief description of key partners.

**Add maximum one page describing the national or local context in which the action will take place**

1. **Background**

Provide a short general overview of the proposed project, including operational timeframe (start end end dates). Between 1/2 page to 1 page.

1. **Project summary**
   1. **Overall objective**

Provide the overall general objective of the proposed project (maximum 1).

* 1. **Expected outcomes**

Provide the overall expected outcomes of the proposed project (approximately 1-3).

* 1. **Indicators of achievement**

Provide key indicators (1-2 per expected outcome) of how the expected outcomes will be measured. Clearly indicate the expected outcome(s) to which each indicator relates.

* 1. **Main activities**

List the main activities of the proposed project. Please clearly indicate the expected outcome(s) to which each activity relates.

* 1. **Key target beneficiary population**

Provide a detailed description of the key target beneficiary group, including key characteristics/demographics and what are the key risk/vulnerability factors for this group. Provide the rationale of why and how this target audience was chosen.

* 1. **Summary budget**

Provide a brief overview of the proposed budget for this project (should be in CHF equivalent). Applicants chosen for further assessment will be required to submit a detailed budget.

A co-financing of 50% of eligible costs is required from the applicant. As such, only 50% o the total submitted eligible costs of the action will be reimbursed and eligible for the grant.

The Applicant will need to provide information on how this co-financing will be obtained.

**Revenue**

Grant requested from this application

Grants/Revenue from other sources:

Provide source(s)

**TOTAL REVENUE**

**Expenditures[[1]](#footnote-1)**

**Expenditures**

Personnel (including employees/consultants/etc.)

Workshops and Trainings

Logistics, Transport and Storage

Other Expenditures: Explain

**TOTAL EXPENDITURES**

* 1. **Contact information**

*Please provide the details (as applicable) below.*

Name of organisation:

Mailing address:

Physical address (if different from mailing address):

Website (if applicable):

Primary contact person:

Title:

Email:

Telephone number:

Fax number (if applicable):

Other contact person:

Title:

Email:

Telephone number:

Fax number (if applicable):

1. Should include all expenditures for the project, including the 50% to be financed through other sources. [↑](#footnote-ref-1)