



ATTACHMENT A CONCEPT NOTE TEMPLATE

This template provides a specific guide for the Concept Note which all applicants must use. The template contains 3 pages and applicant's form, once completed, may vary in length but **no applications should exceed 6 pages, excluding the checklist**. All responses must be provided in an 11-point sized font or greater. Within the responses, the applicant must ensure that the text:

- provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid and in the Guidelines);
- provides full information (as the evaluation grid will be applied solely on the information in the concept note);
- is drafted as clearly as possible to enable it to be evaluated.
- Responses should clearly and concisely explain the proposed grant activity's relevance, purpose, objectives, activities and expected results.



CONCEPT NOTE TEMPLATE

Basic Organizational Information

Organization's Name	
Address, including country	
Office Telephone Number(s)	
Fax Number	
E-mail Address	
Web Address and/or Social Media Address	
Contact Person, Title	
Contact Person, E-mail address	
Contact Person, Phone number	
Year organization was registered	
Legal status of the organization	
Registration Number	
TAX ID Number	

B. Organizational Background and Experience

- 1) Please briefly describe your organization's mission and goals, the **primary sector** in which you work (youth/citizen security, HIV/AIDS, LGBTI or environment), including the target groups / beneficiaries with whom you work.



- 2) Has your organization worked on a USAID project in the past two years?
If yes, please briefly explain the project goal, objectives and activities.

- 3) Please briefly describe some of the projects that your organization is currently implementing or has implemented in the past year. Please detail the donor (s), the objectives of the project, countries of implementation, and specific achievements.

- 4) What capacity building assistance has your organization received in the past five years?

- 5) What are the primary needs and constraints faced by your organization in terms of its institutional capacity and program delivery?

Information for Proposed Grant

- 1) **General Objectives:** Please briefly describe the general and specific objectives of your proposed capacity building activities under this grant. For example, how will the capacity building activities proposed help your organization to perform better and contribute to the sector that it is working in.

- 2) **Key Project Activities:** What kind of capacity building assistance (i.e., strategic planning, financial management, advocacy, etc.) would your organization like to receive and why? Please describe the level of support that you envision for each area identified.

- 3) **Outputs:** During the life of the grant, how would your organization apply this capacity building assistance to improve its performance. Please describe how achieving the project activities will result in sustainable growth for the organization. How will the activities deepen your mission, and affect your beneficiaries of your program? How will your activities build a culture of accountability within the organization?

- 4) How much time does your organization's staff have to participate in capacity building activities?