### Sample Concept Note Template

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| **Let’s Make It Possible Grants Challenge Fund**  **Contents**  Section A: About your organisation  Section B: Proposed project idea  Section C: Financial details  Section D: Due Diligence  **Important Notes**  Items on the form marked with an asterisk (\*) are required information. Your application cannot be considered without these items being completed or, in the case of numeric values, showing as zero. However, please provide as much information as you can as this will enhance your application. Please note that no figures/ diagrams/ photos can be inserted into the form and no other documents or attachments will be accepted.  Once complete, please email the completed form in the same Microsoft Word Format in which the form was provided to [letsmakeitpossible@thepalladiumgroup.com](mailto:letsmakeitpossible@thepalladiumgroup.com) or to [james.montgomerie@thepalladiumgroup.com](mailto:james.montgomerie@thepalladiumgroup.com)  The LMIP team will acknowledge receipt by return to the email address from which the application was sent.  You may be contacted by LMIP to provide further information so please reconfirm that the contact email address entered in the form is correct, and if possible, send the application from the same contact email address. The contact email address entered on the form will be the email address for all communication once your application has been processed.  If you have any problems with this form, please email us at [letsmakeitpossible@thepalladiumgroup.com](mailto:letsmakeitpossible@thepalladiumgroup.com)  **PLEASE SUBMIT YOUR APPLICATION BY 12 JUNE 2016**  **LMIP reserves the right to reject any Application which, in Palladium’s opinion, gives rise, or could potentially give rise to, a conflict of interest.**  **Thank you and we wish you good luck with your application.** |

**Section A: Organisation Details**

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| **Organisation details** | | |
| **A1** | **Organisation Name\*** |  |
| **A2** | **Postal address/ P. O. Box** |  |
| **A3** | **Physical address** |  |
|  |
| **A4** | **Town/ Area** |  |
| **A5** | **City/ County** |  |
| **A6** | **Postal code** |  |
| **A7** | **Country** |  |
| **A8** | **Organisation telephone no.** |  |
| **A9** | **Organisation email** |  |
| **A10** | **Organisation website** |  |

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| --- | --- | --- |
| **Contact details** | | |
| **A11** | **Salutation** |  |
| **A12** | **Name\*** |  |
| **A13** | **Job Title** |  |
| **A14** | **Email address\*** |  |
| **A15** | **Office number** |  |
| **A16** | **Mobile number** |  |

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| **Operational details** | | |
| **A17** | **Describe your organisation (What does your organisation do? Who owns it? Who manages it)** | |
|  | |
| **A18** | **Year established\*** |  |
| **A19** | **Annual gross receipts** | US$ |
| **A20** | **No. of full time employees** |  |

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| **Registration details** | | | |
| **A21** | **Type of organisation\***  *Select a maximum of two categories* | Civil Society Organisation (CSO)  Private Sector  Government institution  Research/ Academic Institution  Other. *Please specify* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **A22** | **Country of registration\*** |  |
| **A23** | **Registration number\*** |  |

**Section B: Proposed project idea**

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| --- | --- | --- |
| **Project details** | | |
|  | **Innovation idea title\*** |  |
|  | **Sector\*** | Primary:  Secondary: |
|  | **Region/ focus\*** |  |
|  | **Projected start date\*** |  |
|  | **Projected project duration\*** | 0 year(s) |

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| **Information about the project** | |
| **B6** | **Executive Summary\***  Provide a concise summary of the project. Detail what is innovative about the idea and what the project intends to achieve. |
| Please write here (maximum 300 words) |
| **B7** | **Innovation:**  *The LMIP Team defines 'innovation' as a process, brand, service or product that is new or offers an improvement/ scaling up such as piloting technology or de-risking new start-ups.***\***  ***Mandatory inclusions*** *in this answer are:*   * How is the innovation new to the world or offer an improvement/ scaling up to an already existing concept? |
|  | Please write here (maximum 300 words) |
| **B8** | **Development impact:** How will your proposed project contribute to the objectives of Palladium and create meaningful benefits for individuals in the developing world?**\*** Does the proposal demonstrate the potential to leverage the technology/output?  ***Mandatory inclusions*** *in this answer are:*   * What are the expected developmental impacts, outputs, and outcomes and how can these be leveraged? |
| Please write here (maximum 300 words) |

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| **B9** | **How will LMIP funding make a difference**  Why do you need LMIP funding? What other funding options have you explored? |
| Please write here *(maximum 300 words)* |

**Section C: Financial details**

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| **Total financing requirement for your innovative idea (USD)** | | |
| **C1** | **Total budget** (LMIP funding + Counterpart funding) **\* (C2+C6)** | $ |
|  | | |
| **Funds requested from LMIP for the proposed idea (USD)** | | |
| **C2** | Grant requested**\*** | $ |

|  |  |  |  |  |  |  |
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| **Funds to be provided by your organisation, partners and third parties (i.e. counterpart funding (USD)** | | | | | | |
| **C3** | Funds that your organisation and other partners will provide as new cash injections for your innovative idea. | | | | $ | |
|  | What is the source of these funds? | | | |  | |
| **C4** | Financial value of resources that your organization and other partners will provide as 'in-kind' contributions for your innovative idea. | | | | $ | |
|  | What is the source of these funds? | | | |  | |
| **C5** | Funds (e.g. bank loans) that other parties will make available for your innovative idea. | | | | $ | |
|  | What is the source of these funds? | | | |  | |
| **C6** | **Total counterpart funding \* (C3+C4+C5)** | | | | $ | |
| **C7** | % of counterpart funding **(C6 / C1 x 100)** | | | | **%** | |
|  | | | | | | |
| **Previous funding** *(from government and/ or other donors)* | | | | | | |
| **C8** | Has the idea previously received any donor funding?**\*** | | | | |  |
| **C9** | **If yes, please state the name of the donor organisation, the amounts of the funds received, and the year the funds were approved.** | | | | | |
|  | | **Donor 1** | **Donor 2** | **Donor 3** | | |
| **Name of Donor** | |  |  |  | | |
| **Amount** *(USD)* | | $ 0 | $ 0 | $ 0 | | |
| **Year approved** | |  |  |  | | |

**Section D: Due Diligence**

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| **Impact economy** | | | |
| **D1** | Will your project idea have any social or environmental impacts (positive or negative)?**\*** | |  |
| **D2**  **5** | **Provide further details about potential social or environmental impacts** | | |
| Please write here *(Max 150 words)* | | |
| Are there any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest by this organisation taking part in this competition or if awarded the grant? This also applies to any sub-contractors proposed by the Applicant.**\*** | |  | |
| Has this organisation or any of its sub-contractors been convicted of, or are the subject of any proceedings, relating to corruption including the offence of bribery and fraud?**\*** | |  | |