# Concept Note

**INSTRUCTIONS: The whole concept note should be 2-3 pages long.**

## Organisation Details

**INSTRUCTIONS: Complete the following table with details of the organisation submitting the concept note.**

|  |  |
| --- | --- |
| Project Title | <Insert> |
| **Organisation Name** | <Insert> |
| **Address** | <Insert> |
| **Website** | <Insert> |
| **Telephone** | <Insert> |
| **Fax** | <Insert> |
| **Contact Person** | Name: <Insert>Telephone: <Insert>Mobile phone: <Insert>Email: <Insert> |
| **Registration Details** | Type of organisation: <Insert>Country: <Insert>Year: <Insert>Registration Number: <Insert> |

## Project Summary

**INSTRUCTIONS: Insert a 1-2 paragraph summary of the project highlighting the target area, beneficiaries, strategy and expected results. Write this section after you have completed all other sections of the concept note.**

**<Insert summary here>**

**Problem**

<Briefly describe the problem being addressed>

**Target Area & Beneficiaries**

<Briefly describe the geographic target area and the people who will benefit from the program>

**Goal**

<Insert the goal of the project>

**Outcomes**

* <Insert outcome 1>
* <Insert outcome 2>
* <Insert outcome 3>.

**Duration**

<Describe when the project will start and finish>

**Approach**

<Briefly describe the overall approach that you will use to solve the problem. If the approach is something that has been used before (e.g. Community Let Total Sanitation, Participatory Rural Appraisal, etc) then describe how it has been used previously and why you think it will be appropriate in your setting>

**Monitoring & Evaluation**

<Briefly describe how you will measure results. List the key indicators if appropriate>

**Budget**

<Give the total budget for the project>

**Sustainability**

<Briefly describe how the project activities will be sustained in the long term>