

Concept Note

Organisation Details

Project Title	
Organisation Name	
Address	
Website	
Telephone	
Fax	
Contact Person	Name:
	Telephone:
	Mobile phone:
	Email:
Registration Details	Type of organisation:
	Country:
	Year:
	Registration Number:

Project Summary

INSTRUCTIONS: Write 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.

Problem

Briefly describe here the main causes of problems and its consequences.

Target Area & Beneficiaries

Briefly describe the geographic target area and the people who will be benefitted from the program.

Goal

Describe here with the major goals of the organisation.

Outcomes

1. Outcome 1
2. Outcome 2
3. Outcome 3

Duration

Describe when the project will start and finish (exact time)

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.

Note: The whole concept note should be 2-3 pages.