**CONCEPT NOTE APPLICATION**

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| 1. **Applicant Organization’s Profile** | |
| **Name of the Organization** |  |
| **Year of Establishment** |  |
| **Mission & Vision**  *brief information on history and mission and vision of the organization* |  |
| **Formal Registration Number**  *Registration under local or national authorities* |  |
| 1. **Project Details** | |
| **Person of contact**  *(name, position, email address), postal address)* |  |
| **Title of Project** |  |
| **Total Funding Applied for (USD)**  *Please consider maximum US$ xxxx* |  |
| **Duration (expected start and end date)**  *Between xx April 2021 – xx August 2023* |  |

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| 1. **PROJECT DESCRIPTION**   **(Max. 2.5 page for all the subsection under this part)** |
| **3.1 PROBLEM STATEMENT & RATIONALE**  Briefly describe the challenges which the project will aim to address  How is this project relevant to the wider context in the country and or region?  What impact will it have on the national context or the regional context (political, economic, social, technological, legal and/or environmental)? |
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| **3.2 GOALS**  Provide a narrative description of the overall goal(s) this project will achieve. |
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| **3.3 OBJECTIVES**  What is the objective of the project? (Keep in mind that the objective/s must be aligned with the objectives of TM’s PRIME program) |
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| **3.4 PROPOSED ACTIVITIES**  Provide a detail description of the proposed activities and their outputs. |
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| 1. **PROJECT PLAN** | | | | |
| List down the outputs and corresponding activities, indicators, sources verification and target on each output. | | | | |
| **Output 1:** | | | | |
| **Activities** | **Milestones** | **Indicators** | **Means/Sources of Verification** | **Target** |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |
| 1.3 |  |  |  |  |
| **Output 2:** | | | | |
| **Activities** | **Milestones** | **Indicators** | **Means/Sources of Verification** | **Target** |
| 2.1 |  |  |  |  |
| 2.2 |  |  |  |  |
| 2.3 |  |  |  |  |
| **Output 3:** | | | | |
| **Activities** | **Milestones** | **Indicators** | **Means/Sources of Verification** | **Target** |
| 3.1 |  |  |  |  |
| 3.2 |  |  |  |  |
| 3.3 |  |  |  |  |

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| 1. **CROSS CUTTING ISSUES** |
| **5.1 Target group and geographic locations (Maximum, ½ page)**  Briefly describe how the target groups and geographic locations of project activities are decided at the designing stage of the project. |
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| **5.2 Gender Analysis (Maximum, ½ page)**  Briefly describe how the gender considerations have been taken into account at the needs analysis and project design stages, and incorporated into the implementation and monitoring and evaluation plans. |
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| **5.3 Sustainability (Maximum, ½ page)**  Briefly describe how sustainability issue has been taken into account at the design, operational and management of the project. How will the project interventions be institutionalized to ensure sustainability? |
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| 1. **RELEVANT EXPERIENCE**   **(Maximum, ½ page)**  Considering the subject/focus of your project, what expertise and added value does your organization bring to working on this area which will help ensure achieved impact? Description of prior work relevant to working with vulnerable groups, geographical working areas (Please provide supporting documents if any). |
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| 1. **ORGANIZATIONAL CAPACITY**   **(Maximum, ½ page)**  Number of staff, staff expertise and physical resources, organization's technical competence, prior history managing donor funds, governance (details of board members) and finance structure, and accomplishments to date. If applicable, please submit most recent audit and or annual reports. |
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| 1. **SUMMARISED ESTIMATED BUDGET**   A summary of estimated costs directly related to the outcomes and activities proposed above. Please keep in mind following instructions while compiling the budget  1. HR and admin cost cannot exceed 10% of the proposed budget, however exceptions can be made depending on the nature of the project  2. Program can support equipment and hardware; however, installation and construction work of any kind will not be covered by the project. Equipment or hardware component cannot exceed 50% of the proposed budget. (Exceptions can be made depending on the nature and justification of the program)  3. CSOs applying should have a systemic accounting management and reporting system is place including a separate bank account, procurement and travel policies or guidelines  4. For programs implemented with government partners, all financial transactions and procurement will be handled directly by TM, in accordance with TM's financial and procurement policies.  5. Applicant can use their own bank rate when preparing the budget.  6. The applicants may propose to co-finance (as external resources / community contribution) the activities proposed in the project. | | | |
| **Description of Cost** | **No. of Units** | **Unit cost** | **Amount (USD)** |
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| **Authorisation** | |
| Signature |  |
| Name |  |
| Position |  |
| Date |  |

**Important information:** No materials provided to the Recipient under the funding from TM may be sold. There might be restrictions on export of materials from certain countries depending on the donor requirements.