**Annex A - CONCEPT NOTE**

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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. Please submit a copy of the registration certificate* |  |
| 1. **Project Details** | |
| **Person of contact**  *(name, position, mobile number, email address, postal address)* |  |
| **Title of Project** |  |
| **Total Funding Applied for (USD)**  *Maximum US$ 40,000 per sub-grant* |  |
| **Location of project**  *Islands or atolls covered* |  |
| **Proposed partners / stakeholders**  *List any key partners in the project and the role they will have in project implementation* |  |
| **Target population**  *Give the main target population group and number of expected beneficiaries. Example Student – 200, Youth 350 etc* |  |

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| 1. **PROJECT DESCRIPTION**   **Max. 1.5 pages for all the subsection under this part. Sections 3 and 4 will be 50% of overall score.** |
| **3.1 PROBLEM STATEMENT & RATIONALE**  Briefly describe the challenges which the project will aim to address |
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| **3.2 GOALS**  Provide a brief description of the overall goal(s) or objectives this project will achieve. |
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| **3.3 PROPOSED ACTIVITIES**  List a BRIEF description of the proposed activities |
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| 1. **CROSS CUTTING ISSUES** |
| **4.1 Target group and geographic locations (Maximum 100 words)**  Briefly describe how the target groups and geographic locations of project activities was selected |
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| **4.2 Gender Analysis (Maximum 100 words)**  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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| **4.3 Sustainability (Maximum 100 words)**  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 OF ORGANISATION.**   Considering the subject/focus of your project, what experience and expertise does your organization/team members have in this field, which will help ensure achieved impact? Please provide a description of prior relevant work with these target groups or geographical areas or the stakeholders proposed. Mention the financial scale of projects managed before and any donors you have worked with. (You may provide supporting documents if any). Section 5 will be 15% of total score. |
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| 1. **ORGANIZATIONAL CAPACITY**   Please describe the technical competence and resources of your organisation currently. This can include number of staff, volunteers, staff expertise and physical resources, governance details (such as number of board members, number of active members, how regular board meetings are held etc). Please submit most recent audit and or annual reports. These reports will be used in evaluation. If these reports are not available, please mention why. Please specifically state if you plan to recruit more staff or volunteers for this project, in addition to the current team. Mention the level of systemic accounting management and reporting systems in place, including whether you have a separate bank account, procurement and travel policies or any other internal guidelines. This section will be 20% of the total score. |
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| 1. **SUMMARISED ESTIMATED BUDGET**   Briefly list the main items of expenditure. These amounts can be changed later during co-creation stage, if selected.  *Example: HR costs: 12 months salary for 1 staff – USD 12,000,*  *Activity 1: Consultants fee, transport, accommodation, hall hire – USD 3000*    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. Applicant may use their own bank rate when preparing the budget.  4. The applicants may propose to co-finance (as external resources / community contribution) the activities proposed in the project.  This section will be 15% of the total score. |
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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.