***Annex 1***

**SMALL GRANT CONCEPT NOTE TEMPLATE**

1. **Contact Details:**

Name of Organization:

Contact Number:

Email:

Office Phone:

1. **Brief Background about your organization (limit to half a page)**

**3. Project details**

* 1. Title of the project:
  2. Project Rationale (Explain why your project is crucial)
  3. Location of the project:
  4. Duration of the project - *From: (mm-yy) To: (mm-yy)\*
  5. Project Description:

|  |  |
| --- | --- |
| *Objective* | *What will the project address?* |
| *Implementation arrangements* | *How will the project be implemented working with partners?* |
| *Project Beneficiaries* | *To whom are you catering? (Target Beneficiaries)* |

* 1. Sustainability Plan

*How will the project activities be continued after the funding has stopped?*