Annex 1

SMALL GRANT CONCEPT NOTE TEMPLATE

1. **Contact Details:**
   - Name of Organization:
   - Contact Number:
   - Email:
   - Office Phone:

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

3. **Project details**
   a. **Title of the project:**
   b. **Project Rationale (Explain why your project is crucial)**
   c. **Location of the project:**
   d. **Duration of the project - From: (mm-yy) To: (mm-yy)**
   e. **Project Description:**

<table>
<thead>
<tr>
<th>Objective</th>
<th>What will the project address?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation arrangements</td>
<td>How will the project be implemented working with partners?</td>
</tr>
<tr>
<td>Project Beneficiaries</td>
<td>To whom are you catering? (Target Beneficiaries)</td>
</tr>
</tbody>
</table>

f. **Sustainability Plan**
   *How will the project activities be continued after the funding has stopped?*