

**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:

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

f. Sustainability Plan

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