

***Annex 1***

**SMALL GRANT CONCEPT NOTE TEMPLATE**

*All text in blue is intended to provide assistance in filling out the concept note application. Kindly delete all blue writing and replace it with the project information. Make sure to respond to all the questions.*

1. **Applicant Information:**
2. **Descriptive Project title:**

| *The project title should succinctly explain the expected results of the project and how they will be achieved.* |
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1. **Location of Proposed Project (Village/Dzongkhag):**

| *(Provide location of project and if proposed project is to be implemented in several villages and in multiple Dzongkhags, provide a list of villages and its Dzongkhags)*  |
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1. **Brief description of the applicant organization/group: (Maximum 150 words)**

|  *History, vision, mission, mandate, membership, legal status etc.*  |
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1. **Indicative Project Budget:**

| *The amount should not exceed USD 15,000 equivalent.* **Local Currency:****USD:** |
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1. **Project Rationale:**
2. **Describe locality or region where the project is set to be executed and its socio economic profile.**

| e.g.: *X place, situated in X Dzongkhag, is home to approximately 3000 residents*  |
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1. **Describe the issues/problems that the proposed project will address.** *Provide a one-paragraph overview of the project that concisely explains the purpose of the project, what problem it is solving and what it is trying to achieve, with whom, why, when, where, how, etc.*

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1. **Project Narrative:**
2. **Explanation of Project (Maximum 300 words each)**

| **What is the goal of the project?** | *The goal of a project refers to the overarching objective or desired outcome and should be aligned with what project is intended to achieve.**e.g. The goal of the project is to enhance women’s political participation in X place.* |
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| **What are the project’s objectives?** | *Your objectives should align with the overarching goal of your project.* *eg: support women in acquiring civic engagement skills .*  |
| **What are the expected outcomes of the project?**  | *Describe what changes will the project bring about**e.g. Increase the number of women candidates running for local government positions in X place by 25% compared to the previous election cycle* |
| **What are the main project outputs/deliverables?** | *Your result should be tangible outputs, deliverables, or products that are produced by completing your project activities.**eg: 25 Number of women trained in civic engagement workshops* |

1. **List your main project activities and the immediate expected results? Please, complete the table below:**

*While responding to each of the table, please be concise, short and include only the most relevant details*

| **Key Activities** | **Brief description of the activity** | **Immediate Results/Outputs** | **Indicative budget for each activity** |
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1. **Who are the beneficiaries of the project? (100 words)**

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1. **How will the project ensure environment, gender and social safeguards? (100 words)**

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1. **What are your plans for sustainability beyond the project period? (150 words)**

| *Describe the plan for sustaining the project beyond its completion.* |
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1. **Describe the innovative aspects of the proposed project? It could be new approaches, shifts in practices or processes the project will bring about.**

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1. **What is the level of the project readiness and preparedness?**

| *Please explain 150 words Any preliminary stakeholder consultations, project design, resources, inhouse capacity, clearances and approvals if any?* |
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1. **Co-finance?**

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