

GRANT APPLICATION - CONCEPT NOTE

Revised June 2023



This template is used by the Freedom Fund when requesting initial concept notes from potential grantees. We typically request concept notes when we have chosen to conduct a multi-stage application process. The concept note serves as the first stage, after which selected organisations are invited to complete a more detailed proposal (see section D for “Next Steps”). We aim to make the application process an opportunity for capacity building; applicants are guided by our Program Advisors throughout. This template has been adjusted for use by any funder; the bracketed fields will need to be updated before use.

INSTRUCTIONS

When completing the concept note, please refer to the [Funder Name] Request for Proposals document for information about the program strategy. Concept notes should be submitted via email by [date] to [contact email]. If you have any questions while completing the concept note, please contact [contact email].

Please note that the [Funder Name] requires that the proposed grant amount be no more than 33% of the organisation’s operational budget. If your proposed grant is more than this amount, please check with the [Funder Name] contact person before proceeding.

A. ORGANISATION INFORMATION

Please provide some basic information about your organisation.

Organisation	
Legal name and acronym	
Main organisational email address	
Telephone number (include country code)	
Address (include postal code)	
City, State/Province	

Country	
Date/place registered	
Year founded	

Main contact for grant application

Full name	
Title	
Email address	
Telephone number (include country code)	

Organisational mission and goals

In a few sentences, please describe the mission and main goals of your organisation.

Organisational experience

In a few sentences, please describe your organisation's experience addressing [funding focus area]. If this would be a new sector for your organisation, please describe how your previous experience relates to [funding focus area].

[illegible]

B. PROJECT INFORMATION

Please provide an overview of the proposed project. Remember, the concept note is not intended to be a full proposal and should be a summary of the proposed project activities, outputs, and outcomes. This section should be no longer than four pages. The project outcomes and activities should be aligned with the program strategy as outlined in the Request for Proposals. Please be as concise as possible while also presenting a clear and compelling argument for funding.

Proposed project:

Under each category below, please provide specific details about the proposed project.

Project context and problem statement: Please provide a short description of the context in which the proposed project will be implemented. What is the problem the project will seek to address?

Project location: Please provide the name(s) of the district(s), municipalities or rural municipalities, and the number of villages in which the proposed project will be implemented and a rationale for why you have chosen these district(s), (rural) municipalities, and the number of villages.

Project impact: Please state in 1-2 sentences the change, at a high level, that the project will contribute to. This is sometimes referred to as a project goal.

Rationale for the proposed project: Please provide a paragraph on the logic behind the proposed project and why it is strategic. Why are the activities you are proposing the best way to achieve your proposed outcomes and contributed to the goal and expected impact? Why is your organisation the best suited to address the problem?

Project outcomes and activities:

Please refer to the end of this document to see a definition of terms, and an example of a completed outcomes and activities box.

In the following boxes, please provide the proposed project outcomes you hope to achieve (these should be related to the strategy as outlined in the Request for Proposals) and the activities that will be carried out to achieve the outcome. At the concept note stage, we do not expect that you will have fully developed outputs. If selected to submit a full application, you will be asked to provide additional information on outputs. At this stage, it would be useful if you could provide general information about who will benefit from the activity and, to the extent possible, how often the activity will occur. A single Outcomes and Activities box should be no more than half a page.

Space has been provided for four outcomes, but you may describe as few as one, depending on the proposed project. For each outcome, please include responses to each of the questions.

Outcome 1:

1. What is the first outcome of the proposed project?

2. Describe the activities that will be implemented to achieve the outcome.

When possible, include:

- a. How often with the activity will be implemented? (i.e., three groups will meet monthly, or shelter will be provided for up to 6 months)
- b. Who will benefit from the activity (i.e., women, girls, police, community leaders, journalists)?

Outcome 2:

1. What is the second outcome of the proposed project?

2. Describe the activities that will be implemented to achieve the outcome.

When possible, include:

- a. How often will the activity be implemented?
- b. Who will benefit from the activity?

Outcome 3:

1. What is the third outcome of the proposed project?

2. Describe the activities that will be implemented to achieve the outcome.
When possible, include:

- a. How often will the activity be implemented?
- b. Who will benefit from the activity?

Outcome 4:

3. What is the fourth outcome of the proposed project?

4. Describe the activities that will be implemented to achieve the outcome.
When possible, include:
- c. How often will the activity be implemented?
 - d. Who will benefit from the activity?

C. BUDGET INFORMATION

Organisational budget:	
Organisation annual budget (in U.S. dollars, for the current fiscal year)	
Amount of budget currently raised	
Amount of budget yet to be raised	
Fiscal year end date (DD/MM)	

Proposed project budget:

Please provide a very high-level project budget estimate. If invited to continue, you will be given the opportunity to revise the budget and will be asked to provide a more detailed budget as part of your full application. Typically grants per year range from [funding range]. Total grant award size is based on the proposed plan and on the organisation's current and past operating budget. [Funder Name] generally will not make grants that are more than 33% of the organisation's annual operating budget.

	[Year 1]		[Year 2]		TOTAL
Line item description	Amount requested from [Funder Name]	Amount from other sources, if any	Amount requested from [Funder Name]	Amount from other sources, if any	Amount requested from [Funder Name]
Personnel					
Other direct program costs					
Total direct costs					
Indirect costs (10% of total direct costs)					
TOTAL BUDGET (direct costs + indirect costs)					

D. NEXT STEPS

[Funder Name] will review your concept note application. If your organisation is invited to continue, we will request that you complete a more detailed grant proposal in a full application. The full application is comprised of the following:

- Full proposal narrative
- Output targets table
- Detailed budget
- Organisation information form (includes senior staff/project leaders, financial information, primary sources of funding for previous three years, wire transfer information, governance structure)

E. PROJECT MONITORING, EVALUATION & LEARNING TERMINOLOGY

1. Projects are made up of activities.
2. Outputs are the quantifiable direct goods and services that result from activities. For example, the number of trainings delivered, meetings held, self-help groups formed, children enrolled in school, etc. Please note, if you are selected to submit a full application, more detail about the outputs will be required, but we do not expect you to know all of this information at the concept note stage.
3. Activities and outputs lead to outcomes. Projects aim to achieve a small number of outcomes. These describe the desired change at the end of the project (typically a significant change of behaviour of one of the key actors), rather than the activity that will get you there. So, for example, economic empowerment activities such as vocational training and self-help groups might have an outcome of "Increased targeted parents' earnings." The project outcomes should be achievable and measurable within the grant period, unlike the impact, which a project will only partially contribute to achieving,
4. Impact is change at a high level, suggesting the project is achieving its overall goal. For example, for an anti-trafficking project, this will usually mean a reduction in levels of specific form of exploitation being targeted. It could be a key component of achieving this reduction, such as "increase in sustained reintegration of survivors". Due to limitations in the scope of the project and its available resources, a single project usually will not be able to achieve the impact by itself, but it will contribute to the achievement of the impact.

F. EXAMPLE OF AN OUTCOME AND ACTIVITIES BOX

Outcome 1: Increased household income reduces the likelihood of household members accepting risky employment that could lead to a trafficking situation.

Activities:

1.1 Vocational Training: 60 girls (aged 14-24) and 40 mothers or fathers of girls likely to accept risky employment will participate in vocational training courses. Courses on domestic work, tailoring, cosmetology and driving will be provided, according to the interest and capability of the beneficiary. Each course is three months long and is led by a professional trainer at our vocational training center.

1.2 Self-Help Groups (SHGs): 20 SHGs, comprised of approximately 15 women each, will be started in the 5 targeted communities. Each group will receive orientation on the importance of saving, savings and credit group management, bookkeeping, small enterprise development, etc. As the SHGs mature, they will receive ongoing support and technical assistance. The groups may make both livelihoods and social loans; for example, the groups may make a loan to assist a member to start a new business, or to help repair their roof. The SHGs will also receive support and training on other topics such as reproductive health and participate in community conversations to raise the issues that are impacting them and be active participants in developing collective solutions (see, also, Outcome 2 on women and girls' empowerment).

Outputs:

- 75 individuals graduate from training courses
- 20 SHGs formed
- total of 300 women in 5 communities trained to run their SHGs