



Example - Concept Note

Project Title:

I. CONTEXT:

A. Rational

Describe briefly the situation relevant to request for fund to address type of problem/issue in the affected area to explain the importance of the Project (Max length: one paragraph).

1. **What type and magnitude of problem/issue?**

2. **Location/affected area**

3. **Why is it important?**

4. **How the problem happened (root causes)**

5. **Target Beneficiaries:**

II. THE PROJECT

Project Summary	Statement of intervention logic
A. Goal	What long-term change do you want to see in relation to the context of (e.g. Good Governance or DD or SA) after this project completed?
B. Objective	What medium change(s) do you want to see (or specific accomplishments that the project will tend to address problem/issues as stated in the context) in order to reach the above stated goal when the project is ongoing and finishes?
C. Output	What are the special outputs (or short term changes) required to contribute to the attainments of the above stated objective? (Remember: results of the capacity building activity to transfer knowledge and skills from SAS to others maybe not inclusive parts of the special outputs to attain any project objectives)
D. Activity	What are activities required normally to reach an above stated special output? 1.1



	1.2

III. THE WORKPLAN

Activities	Year 2010 (in month)											
	1	2	3	4	5	6	7	8	9	10	11	12
Activity 1.1.1												
Activity 1.1.2												
Activity 1.1.3												
Activity 1.2.1												
Activity 1.2.2												
Activity 1.2.3												
Activity...												

IV. ORGANIZATIONAL FRAMEWORK

<p>Who and how your will collaborate with?</p> <ol style="list-style-type: none"> 1. Within your organization? 2. At provincial/national level?
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V. TOOL USED

VI. PROJECT BUDGET

Activities /resources	Unit	Quantity	Unit cost	Amount
Activity 1.1.1				
Activity 1.1.2				



Activity 1.1.3				
Activity ...				