**CONCEPT NOTE TEMPLATE**

**Concept Note Summary:**

* Length: 100 – 150 words.
* Begin with a statement of the overall objective of the grant. If the grant has multiple, distinct objectives, include them
* Describe the grant activities. Emphasize the substantive areas of work. The basic question that this part answers is, “What activities will be conducted under this grant?”
* Describe the role your organization will play in implementing the activities.

**Background**

* Length: 1-2 paragraphs
* Provide a description of the relevant political/economic environment as it affects the development of democracy in the country/region.
* Provide a clear rationale for the program, i.e., identify the needs or specific problems that will be addressed. Discuss any assumptions held as well as any challenges that may affect the program, including how challenges can be overcome.

**Objectives**

* Clearly state the program objectives.
* The objectives should address the specific needs or problems identified in the "Background" section and be measurable to permit evaluation. They should also be limited in scope and time and identify specifically what will be achieved with the funds requested for this particular project.
* Distinguish between short-term and long-term objectives when appropriate and ensure that objectives are not confused with activities. Good objectives are SMART: Specific, Measurable, Achievable, and Realistic within the Timeframe of the program. Please do not include activities in the objective.

**Proposed Activities and Deliverables**

* Describe the proposed activities and deliverables
* Begin with the assumptions—why are you using this type of activity to address the problem identified in the background? Then describe activities, preferably by objective and in chronological order.
* Please provide detail: activities should be clearly defined, and the information presented should be well developed. When possible, activities should be quantified.

**Evaluation Plan**

* Describe a plan for measuring the project’s success upon its completion. The plan should consist of the project objective(s) followed by one or more evaluation points.
* Where the objective specifies what the project aims to achieve, the evaluation points lay out a rationale for incremental change that will contribute to each objective as well as the evidence a project proposes to use to substantiate whether or not change is taking place. As such, an evaluation point identifies either a substantial output- or outcome-level result that is relevant to the sub-objective it is under and an indicator that the project will use to document whether or not the result is achieved.
* Both the objective and evaluation point describe how the project context will be different at the end of the project if the project is successful. The evaluation plan is different from an implementation work plan, and activities should not be included anywhere in the evaluation plan.
* If the data source for an indicator requires a description of the monitoring activity, include the description either in the activity section of the proposal or as an introduction to the evaluation plan

**Organizational Background**

* Please draft one paragraph describing your organization.
* Key Personnel
  + This is a paragraph listing the individual from the subgrantee entity that is the primary lead on the project. It should list their full name, position, and background, including their college and/or graduate degrees, a brief job history, and any relevant positions (Board, Lecturer, or otherwise) they hold.

**Budget**

* A budget in the amount of $XX,XXX and budget notes are attached.