

# Grant Concept Note Template

Reference no. (For official use only)

**Section I: Organizational Information**

1.1 Organization profile

|  |  |
| --- | --- |
| Name of the applicant/ lead organization | *Full legal name of the organization* |
| Name of partner organization (if applicable) | *Full legal name of the organization(s)* |
| Address of the applicant | *Full physical address of the applicant/ lead organization* |
| Contact information | Focal person: *Name and title, this person will serve as the primary point of contact from the applicant*  Telephone: *include both office landline and cell number of the focal person*  Email: |

1.2 Brief summary of organization and its purpose

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| --- |
| *Please provide a brief description of your organization’s mission and goals. (Maximum half page)* |

* 1. Role of partner organization *(only applicable if applying in partnership)*

|  |
| --- |
| *Please elaborate on the role of proposed partner. Please also demarcate the respective role of lead applicant and partner organization. (Maximum one page)*  *If not applicable, please mark Not Applicable.* |

* 1. Organizational experience

|  |
| --- |
| *Please provide up to three examples of relevant experiences or projects including objective, location, date and outcome. If the project was conducted in support from external funding, please mention the funding agency. At least 1 example from both lead grantee and partner organization. (max 150 words per example)*  *Example 1* |
| *Example 2* |
| *Example 3* |

**Section II: Project concept**

2.1 Grant type *(check applicable box)*

|  |  |  |
| --- | --- | --- |
| National level grant | |  |
| Sector focused grant | Agriculture |  |
| Tourism |  |
| Construction |  |

2.2 Target group

|  |
| --- |
| *Summary of the target group(s) expected to be positively affected by the proposed project. Also include the expected number of people that will be positively affected.(half page maximum)* |

2.3 Demand analysis

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| --- |
| *This section should provide a background to demonstrate the relevance of the proposed grant activity. Demonstrate relevance by describing the general need/ demand and the benefits that will be attained through the grant project. (half page maximum)* |

2.4 Grant concept, objectives and methodologies

|  |
| --- |
| *Provide a brief summary of how you intend to address the issues raised in section 2.2. This section should also outline the innovative approaches that will be used.(half page maximum)*  *List the overall implementation methodology that you plan to use to achieve the grant concept (half page)* |

2.5 Partnership approach

|  |
| --- |
| *Elaborate how you would ensure the involvement of other stakeholders (public-private) in the project. Please also outline if you have already been in consultation with any group in the design of this project. (one page maximum)* |

2.6 Detail of activities

*Provide a detailed description of the activities for the implementation of your project. If applicable, list the activities in order, specifying the approach and implementation. (One page maximum)*

Activity 1

Activity 2

Activity 3

Activity 4

Activity 5

2.7 Expected results

*Provide a list of the results that the proposed grant will achieve through the activities listed above. (Half page maximum)*

2.8 Sustainability plan

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| --- |
| *Provide a brief summary of how you plan to ensure sustainability of the activity- beyond the project period. Also include if the project could be reproduced/ extended to other parts of the country, or be recommended as a best practice for future replications. (half page maximum)* |

**Section III: Grant implementation summary**

3.1 Proposed location(s)

*Provide a brief introduction to the proposed location(s), specifying the district, municipalities, rural municipalities, etc. Also summarize how the choice of location is relevant to the selected sector, the project’s objectives and/or target group.(250 words maximum)*

3.2 Proposed timeframe

|  |  |
| --- | --- |
| Project duration | *total number of months* |

3.3 Proposed budget summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of expenditure** | | **Approximate budget in NPR** | | |
| Staff and advisory/ consultancy costs | |  | | |
| Travel and transportation | |  | | |
| Operational costs | |  | | |
| Activities implementation cost | |  | | |
| Equipment | |  | | |
| Monitoring, evaluation and learning | |  | | |
| Total budget | |  | | |
| **Grant Fund** | **NPR** | | **EUR\*** | **%** | |
| **Co-Fund** | **NPR** | | **EUR\*** | **%** | |
| **Total** | **NPR** | | **EUR\*** | **%** | |

**\****Note: Please use 1 EUR = NPR 120 as approximate conversion rate.*

**Declaration:**

*After completion of the template, please print and provide original signature below.*

By affixing my signature below, I certify that I am authorized to submit this concept note to Dakchyata on behalf of the organization. I also certify that, to the best of my knowledge, the information provided in this application is accurate and correct:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission checklist**

[ ] All sections of the concept note template duly filled

[ ] Applicant self-assessment form attached with required supportive documents

[ ] Incorporation papers/ Registration document

[ ] Tax clearance certificate

[ ] Constitution/ By-laws/ Prospectus of the Organization (as applicable)

[ ] If applicable, MOU with proposed partners attached

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**Privacy Statement**   
  
The British Council will use the information that you are providing for the administration of Dakchyata grants programme. We shall pass this information on to the independent assessors and Grant Selection Committee in connection with grant evaluation procedures.

Under UK Data Protection law you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this please contact your local British Council office or see our website: [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy).