**Grantee Concept Note**

**1. Summary Information**

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| **Project Title** |  |
| **Target Country** |  |
| **Target Region/City in the Country (if applicable)** |  |
| **Project Duration** |  |
| **Estimated Start Date** |  |
| **Total Amount of Funding Requested** |  |
| **Name and Contact Information (for the project’s main point of contact)** |  |
| **Name and Contact Information (for the Partner organisation, if Applicable)** |  |

**2. Project Description (Please limit your answers to 400 words)**

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| **Background and Problem Statement** | *Briefly describe the situation/circumstances which have led to the need to develop the proposed project. Support your arguments with primary and/or secondary research and statistics.* |
| **Relevance to the Call for Application** | *Briefly describe how your project will respond to the problem areas outlined in the request for applications* |
| **Project Description** | *Briefly describe the proposed project and main activities.* |
| **Project Objectives** | *Briefly describe the measurable objectives that relate to the project goal. Describe the changes that are expected to occur as a result of the project’s activities. Objectives should be achievable within the project’s timeframe and budget and should be specific enough to be measured.* |
| **Key Outputs** | *Briefly describe key outputs of the project (e.g., number of research outputs and thematic areas, number of provided training/discussion and thematic areas, etc.)* |

**3. Timeline**

*Provide a calendar of key activities on a monthly basis.*

**4. Risk Analysis**

*Briefly describe the main risks related to the project and provide mitigating measures.*

**5. Project Team**

*Provide details of the key individuals responsible for the project delivery (Please provide their CVs as annexes). Add lines as needed.*

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| ***Name*** | ***Position in the organisation*** | ***Role in the project*** |
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**6. Experience**

*Please describe the experience of your organisation and/or the team members in delivering similar projects. If available, give specific examples of previous projects, including the donor name, a description of the project (including outcomes and*

*deliverables) of any similar projects the organization has implemented., duration of the project, and funding amount awarded.*

**7. The Role of the partner (If applicable)**

*Please describe the role of the partner organisation, why their participation is essential for the project, what will be specific outputs delivered by the partner.*

**8. Conflict Sensitivity**

*Please provide a brief analysis about what existing conflicts can impact your project implementation. Please refer to existing research and analysis as evidence.*

**9. Gender Equality**

*Please provide a brief analysis about what is the commitment of your project to gender equality.*

**10. Do No Harm**

*How will you apply the “Do no Harm” approach based on the conflict sensitivity and gender equality analysis?*

**11. Sustainability (preferred for all applicants, and required for large grant applicants)**

*Please briefly describe how you will ensure the sustainability of your project after the support from IWPR will cease.*

**12. Budget Narrative**

*Please explain the project-related need for each line item in the detailed budget spreadsheet.*