**Annex I: Concept Note Template**

**BASIC INFORMATION ABOUT APPLICANT ORGANIZATION**

|  |  |
| --- | --- |
| Name of Organization |  |
| Year of Commencement |  |
| Country of Registration |  |
| Registration Number |  |
| Year of Registration |  |
| Government Institution where your organization is registered |  |
| What is/are the main youth demographic(s) that your organization focuses on? | * Young Women * Young Men * Youth with Disabilities * Youth from Indigenous Populations * Youth from Marginalized Ethnic Group * Youth from Marginalized Religious Group * Youth Identifying as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) * Youth Affected by Crisis or Conflict * Other: Please specify |
| Links to Website/Facebook/Twitter/Blog |  |
| Names of Board Members/Founding Members and Key Staff **(must include age of these members)** |  |

**2. BASIC INFORMATION OF PROPOSED PROJECT**

All proposed projects must be completed by May 31, 2023. Applicants should propose activities that are feasible to implement within a seven to eight-month timeframe.

|  |  |
| --- | --- |
| Project Title |  |
| Anticipated Start Date |  |
| Project Duration |  |
| Estimated Cost |  |
| Cost Share Estimate, if possible  Describe whether your organization can contribute (in-kind or funds) towards the proposed project |  |

1. **TECHNICAL APPROACH AND ORGANIZATIONAL CAPACITY (not exceeding three pages)**

(A) Description of the Problem: Provide a brief description of the specific climate/environmental problem or challenge that the grant aims to address and its importance. Please also include any relevant data.

(B) Summary of Proposed Solution: Provide a summary of the proposed solution to the problem/challenge identified above including objectives, strategies/approaches, primary activities and sustainability considerations once the project ends.

(C) Incorporation of Gender Equity and Diversity Considerations: Describe how the problem definition, design and implementation of the project incorporates gender equity and diversity considerations.

(D) Statement of Organization’s Capacity: Describe why your organization is qualified to implement the solution, including any relevant previous experience.

(E) Networking Experience: If applicable, list other civil society organization/networks that you are currently working with on the chosen issue and outline the nature of your collaboration.

1. **GEOGRAPHIC COVERAGE (not exceeding half a page)**

Describe in brief how you would characterize the reach and impact of the proposed project? National? Regional? Divisional or Local? Where will majority of the activities under the project be implemented? (fill as applicable)

|  |  |  |
| --- | --- | --- |
| Name of Province | Name of District | Name of Division |
|  |  |  |
| Add rows as needed |  |  |

1. **DETAILS OF THOSE WHOM THE PROJECT SEEKS TO BENEFIT (not exceeding half a page)**

Describe the direct and indirect beneficiaries of the project with estimated numbers.

1. **RELEVANT ORGANIZATIONAL EXPERIENCE (not exceeding one page)**

List two donor-funded climate-related projects/initiatives that your organization has implemented in recent years, focusing on projects similar to the one your organization is proposing under this opportunity. **If an organization does not have experience implementing donor funding, the organization’s capacity to implement a USAID grant will be evaluated if a candidate is shortlisted. Short-listed organizations may be required to meet certain conditions that demonstrate implementation capacity in order to receive award.**

Donors are considered international development agencies, local or national government, foundations, private sector organizations, or other similar institutions that have awarded funding to your organization to implement a climate-related project. You may include activities that have been completed and/or are ongoing, as well as those for which you have written funding commitments. Please include up-to-date contact information for donor representatives or other individuals who we will contact to obtain feedback on your work.

* Activity title:
* Start and end date:
* Location(s) of activity:
* Source of funds:
* Brief summary, including results:
* Total funding (in country and U.S. currency):
* Donor contact (name, title, phone number, and e-mail):

1. **CONFLICT OF INTEREST STATEMENT**

I/We the undersigned, certify that to the best of our knowledge, the applicant, their management and staff to be used for the present intervention (check the appropriate box below) have no conflict of interest or potential conflict of interest with GISR MENA, in the persons working for GISR MENA Management, or work for Donors.

|  |  |  |
| --- | --- | --- |
| Name of Person | Position of the Person | Reason for Possible Conflict of Interest |
|  |  |  |
|  |  |  |

1. **DECLARATION**

I declare that the information given in this concept paper/application is a true reflection of the organization. The applicant represents that the following person(s) is authorized to submit concept papers/grant proposals and to negotiate on its behalf with MSI and to bind the recipient in connection with this application/grant.

Name of Person:

Title/Position:

Signature and Date:

Organizational Seal: