# Template for RF Concept Note

*The concept note is the first step to the application process. Applicants whose concept notes have been chosen for further assessment will be advised and will need to prepare a detailed project proposal for further evaluation.*

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| **CONTACT INFORMATION** |  |
| **Name of Organisation:** |  |
| **Address:** |  |
| **Primary Contact Person:** |  |
| **E-mail Contact:** |  |
| **Tel no.:** |  |
| **Project Location(s):** |  |
| **Strategic Priority Areas:**  *(Tick ✓ where applicable)* | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Priority Area 1 EDUCATION FOR ALL |  | Priority Area 2 GENDER EQUALITY |  | Priority Area 3 SUSTAINABLE HUMAN SETTLEMENT |  | Priority Area 4 SUSTAINABLE GLOBAL PARTNERSHIP |  | |

## Insert Title of the Programme

*(Insert Date)*

1. **Implementing entity and key partners**

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| *Provide name and short history of the organisation submitting the concept note, including a short description of the organisation's legal status and financial and operational capacity, its key partners working on the programme (if any) – Maximum 50 words* |

1. **Financial & Operation Capacity**

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| *Briefly state total programme budget of the organisation for the previous year and number of staffs (full time, part-time and volunteers) – Maximum 50 words* |

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| *Provide a general overview of the proposed project, including relevance to the foundation’s focus area, operational timeframe (start and end dates) and capacity building strategies for the purpose of implementing the project - Maximum 300 words* |

1. **Background**
2. **Project summary**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. **Overall objective**   *Provide the overall general objective of the proposed project -* Maximum 50 words   * 1. **Expected Impact**   *Provide the overall expected impact of the proposed project – Minimum 3 indicators*  a.  b.  c.   * 1. **Key Activities**   *List 3 to 5 activities that will be implemented under the proposed programme*  a.  b.  c.  d.  e.   * 1. **Key target beneficiary population**   *Provide a detailed description of the key target beneficiary group, including key characteristics/demographics and what are the key risk/vulnerability factors for this group – Maximum 50 words*   * 1. **Summary budget**   *Provide a brief overview of the proposed budget for this project.*  *Applicants chosen for further assessment will be required to submit a detailed budget.*   |  |  | | --- | --- | | **Category** | **Amount (USD)** | | Activity  *(programme/s, events)* |  | | Capacity Building  *(training for staffs/beneficiaries)* |  | | Items/Materials  *(tangible items relevant to conducting the project. Banner/buntings, brochures, reading materials, printing)* |  | | Administrative  *(utility, allowance, travel)* |  | | Miscellaneous  *(Please describe other expenses incurred if any)* |  | | **Total Estimation** |  | |

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| *Briefly describe how the intended programme will be sustained by your organisation beyond the term of the grant support by RYTHM Foundation - Maximum 300 words* |

1. **Sustainability Plans**
2. **Past Experience**

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| *Please provide a brief description of activities implemented in the past 2 years that are relevant to this project – Maximum 100 words* |

CHECK LIST AND ACKNOWLEDGEMENT

PROJECT TITLE:

PO:

ANNUAL REPORT

AUDIT REPORT

PROJECT STAFF LIST

AUTHORISED SIGNATORIES LETTER

BANK ACCOUNT DETAILS

TENANCY AGREEMENT

ORIGINAL CONTRACT AGREEMENT

CERTIFICATE OF ORGANIZATION

Submitted by: Received by:

…………………………… …………………………..

Date: Date: