# 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.*

|  |  |
| --- | --- |
| **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**

|  |
| --- |
| *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**

|  |
| --- |
| *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* |

|  |
| --- |
| *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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 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** |  |

 |

|  |
| --- |
| *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**

|  |
| --- |
| *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: