

ANNEX I

I. INSTRUCTIONS FOR THE DRAFTING OF THE CONCEPT NOTE

There is no specific template for the Concept Note but the applicant has to ensure that the text of their concept note:

- Does not exceed 4 full pages (A4 size) of Arial 12 characters with Single space margins;
- Responds, in the same sequence, to the headings listed below. It is expected that the size of each section will reflect the relative importance of each heading. The applicant may provide any additional information that they may deem useful for the evaluation, but which might not have been specifically requested (e.g. added value and/or synergy with other similar interventions - past, present, or planned - activities, multiplier or spill-over effects, why the applicant is the best placed for the implementation of the action etc). The evaluation will be carried out in accordance with the evaluation grid and it will be based solely on the information provided by the applicant in the concept note.
- Is drafted as clearly as possible to facilitate its assessment.

1. Relevance of the Action

- Provide a general presentation and analysis of the problems and their interrelation at all levels.
- Identify clearly specific problems to be addressed by the action.
- Include a brief description of the beneficiaries.
- Demonstrate the relevance of the proposal to the needs and constraints of Charities and Societies in general and the applicant Charity or Society in particular at the Federal or Regional level.
- Demonstrate the relevance of the proposal to the objectives and priorities and requirements of the call for proposals.

2. Description of the action and its effectiveness

Provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:

- a description of the overall objective of the action, duration, expected results;
- a description of the proposed activities and their effectiveness;
- involvement of any implementing partners, their role and relationship to the applicant, if applicable;

- Other possible stakeholders (national, local government, Charities and Societies, etc.), their anticipated role and/or potential attitudes towards the project.

3. Sustainability of the action

- Provide an initial risk analysis and possible contingency plans. This should include at least a list of risks associated with each main activity proposed accompanied by relevant corrective measures to mitigate such risks. A good risk analysis would include a range of risk types including physical, political, economic and social risks.
- Give the main preconditions and assumptions during and after the implementation phase.
- Explain how sustainability will be secured after completion of the action. This can include aspects of necessary measures and strategies built into the project, follow-up activities, and ownership by target groups (in the case of Consortium organizations), etc.