**Grant application - Application form**

**Model Concept Note for civil society**

Not to exceed 5 pages (excluding appendices)

**PROJECT SUMMARY :**

|  |  |
| --- | --- |
| ***Organization name*** |  |
| ***Projet title*** |  |
| ***General Objective*** |  |
| ***Specific objectives*** |  |
| ***Project duration and dates*** |  |
| ***Intervention zones*** |  |
|  |  |
| ***Beneficiaries*** |  |
| ***Amount of grant requested*** |  |
| ***Implementing partner (optional)*** |  |

**PROJECT DESCRIPTION :**

**1. Sector of intervention :**

**2. Intervention context :**

**3. Intervention areas :**

**4. Experience/history of the NGO on these themes and territories :**

**5. Needs assessment and response strategy (explanation of the needs identified, and of the strategy identified to meet these needs):**

**6. Identification of beneficiaries (type and number) :**

**7. General objective and specific objectives (each descriptive objective must include activities to meet it):**

**8. Precise description of activities (and event schedule, if relevant) - in the form of a logical framework and to be reflected in the budget:**

**9. Description of expected results :**

**10. Risk analysis and mitigation measures:**

**11. Project monitoring measures (with indicators and means of verification) :**

**12. Communication strategy :**

**13. Strategy for disengaging, sustaining and capitalizing on the project :**

**Documents required to complete the application :**

* Signed letter of application from the organization
* Concept note describing the project (Application form)
* Detailed budget
* Project implementation schedule
* RIB on bank letterhead
* Statutes of the association with address and name of legal representative