**Concept Note Template and Guidance**

**Organisation Details**

INSTRUCTIONS: Complete the following table with details of the organisation submitting the concept note.

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Indicate the call you are applying for** |  |
| **Country** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |
| **Website (if applicable)** |  |
| **Contact person** | Name:Telephone:Mobile phone:Email: |
| **Registration Details** | Type of organisation:Is the organisation registered in the country of operation?:Registration Number:Years in operation (since registration):*Please attach a copy of registration certificate* |
| **If the organisation is not registered please provide reasons** |  |

#  Summary of your organisation and team (max. half page).

* What identities and values inform the organisation's leadership? (You are welcome to share relevant lived experiences of leadership – i.e. trans, non-binary, intersex, women, youth, people living with HIV, people with disabilities, SGBV survivors, sex workers, feminists, e.t.c.)
* Is your group/ organisation/ a membership group/ organisation

# Summary of your organisations geographic area and beneficiaries (max.

**half page)**

* Please describe the geographic target areas and the people who benefit from your organisation.

#  Track record of the Organisation (max. 1 page).

* Describe your team’s relevant experience and key results achieved in terms of the communities that you serve.

# Budget

* Give the total annual budget in US Dollars of the organisation (the total expenses from your organisational budget).

#  Overview of the problem (max. half page).

* Please provide an overview of how the Covid-19 pandemic has impacted the operations of your organisation and the marginalised communities you serve.

#  Systems change/Institutional change approach (max. half page)

* What organisational support do you need to strengthen your organisation and its impact?