

Community-based Adaptation Project Concept Note Template

1. Project Title	TO BE DELETED AND REPLACE BY YOUR TEXT <i>(title should reflect nature of activities and how they relate to adaptation)</i>
2. Project Site	TO BE DELETED AND REPLACE BY YOUR TEXT <i>(give exact location of project – region, village, etc)</i>
3. Proponent	TO BE DELETED AND REPLACE BY YOUR TEXT <i>(Name of NPA/CBO proposing project, brief background information on the organization), describe your organization’s mission, history, membership, management, organizational structure and current programmes. Describe your experience working with the target community (or with similar communities), as well as in community mobilization and participative methods. Finally, discuss your experience and/or capacity in adaptation to climate change including variability</i>
4. Authorized Representatives	TO BE DELETED AND REPLACE BY YOUR TEXT <i>(name and title of two or more people authorized to represent grantee in any transaction)</i>
5. Cooperating Organizations	TO BE DELETED AND REPLACE BY YOUR TEXT <i>(Name and contact information for any other organizations assisting in project preparation and/or implementation and what kind of assistance they will provide)</i>
6. Project Dates	TO BE DELETED AND REPLACE BY YOUR TEXT <i>Anticipated dates of project implementation (2 years maximum)</i>
7. Total Project Cost (USD) (local currency)	TO BE DELETED AND REPLACE BY YOUR TEXT <i>(total cost, including CBA funding and co-financing, both cash co-financing and in-kind contributions from community)</i>
8. Amount Requested from SGP-CBA (USD)/(local currency)	TO BE DELETED AND REPLACE BY YOUR TEXT <i>(amount requested from CBA programme in local currency and USD)</i>
9. Co-financing (USD)/(local currency)	TO BE DELETED AND REPLACE BY YOUR TEXT <i>(detail co-financing by source, both cash co-financing and in-kind contributions from community)</i>

10. Project Description

- a. **Rational:** *describe the target community/communities and ecosystems, current (Baseline) climate and risks; which the target community is located such as floods, droughts, or severe storms. Also indicate that how do these events impact the community and the local environment, how local people deal with these events. Future Climate Risks is an area of important that project must visualize and these projections should be based on the CBA Country Programme Strategy (this document) or on other scientific documents such as the country’s National Communication to the UNFCCC, the National Adaptation Programme of Action (NAPA), or an IPCC report.*
- b. **The project objective:** *the project objective: The project objective is the overall goal the project intends to accomplish. The project objective used in the approved project concept should be used again (or an explanation provided for any modifications). The project objective should address a specific climate change risk or risks.*
- c. **Outcomes:** *project outcomes are achievements that will help meet the project objective. Outcomes will result from successful completion of project outputs*

- d. Outputs:** *outputs are tangible actions that will be done to support the outcomes. They should logically lead to the achievement of outcomes. Note that the breakdown of outputs should be more detailed in the proposal than what was presented in the concept phase.*
- e. Monitoring and Evaluation Plan:** *this section describes which indicators will be monitored, when they will be measured, and who will measure them.*
- f. Project Approach:** *providing a brief description of how the project will facilitate community adaptation to the phenomena described above such as what are the baseline threats to Global Environmental Benefits (GEB) (For CBA projects, the GEBs addressed are biodiversity and/or land degradation). Will the project make the ecosystems/GEB more resilient to climate change, including increasing climate variability; describe how the project will ensure that GEBs will be secured even with climate change and how will the project benefit the community, how the project will the project increase the community's knowledge and understanding of climate change and adaptation and how will project activities be up scaled, replicated, and/or impact local or national policies or practices. Proponents must describe any capacity constraints, awareness constraints, and what will be done to address them*
- g. Project Formulation:** *how was the project formulated, both in terms of the overall concept, and in terms of its components, the describe the role of the community and the proponent in project development and needs of the most vulnerable community members taken into account during project formulation have to elaborate clearly.*
- h. Project Implementation:** *how will community members be engaged continuously throughout project implementation and what roles and responsibilities will various groups within the communities have in project implementation; especially the most vulnerable ones, women and men participate in and benefit from the project. Suggested that project should encourage the volunteerism to the project.*
- i. Phase-Out Mechanism, Sustainability:** *describe the project activities that will be ultimately transferred to the local community, its' impact be sustainable (environmentally, financially, socially, and institutionally) for instance, infrastructure built by the project be maintained, partnerships will be formed with other local organizations (NPAs, microfinance institutions, government, etc.) to keep project activities going.*

j. Total Project Cost Breakdown

Budget Items (Description)	Budget Items (Cost)	Amount requested from CBA	Amount from Community		Amount from other organizations (add columns as necessary)			Total
<i>For materials (unit cost X no. of units) For labor (no. of days X daily rate)</i>		In Cash	In Cash	In kind	Name of Organization	In Cash	In Kind	(should equal sum of lines to the right)
Outcome 1								
Output 1								
Output 2								
Outcome 2								
Output 1								
Output 2								
Total	(sum above)	(sum above)	(sum above)	(sum above)		(sum above)	(sum above)	