

Project Concept Note (PCN)

Note: The project concept note should not exceed 6 ps. (six pages) in length.

1. Project Detail

Title of Project Proposal	
Project Duration using Grant Funds (in month)	
Location	

2. Contact Information

Last Name	
First Name	
Email address	
Organization Name	
Organization address	
Organization website	
Organization type: NPA, CBO, Communities and MOs?	
Telephone/ Fax	
Organization description and date established/ References	
Name of Partner Organization(s)/Co-financing	
Type of Organization	
Telephone/ Fax	
e-mail address	

3. Project Background – briefly describe about the project

4. Project development objectives - *What group is targeted directly by the project as the key recipient of project benefits? (e.g., students, farmers, residents of poor communities, small enterprises, civil servants, specific institutions, and the like)*

5. Previous experience - *Financial management and Project cycle management (The organization should demonstrate that it can manage the SGP Project). If the grant recipient is new and lack of capacity in both financial and project management, provide clear statement the technical support strategies*

6. Project areas of intervention (One of SGP focal areas) and description of problem/challenges – please tick (✓) the box below

- Biodiversity
- Climate change
- International water
- Land degradation
- Persistent organic pollutants
- Multifocal areas

And describe the specific challenge project will try to address and why it is significant. Include causes of the problem and estimates of the number of people affected in project target area

7. Project Plan of activity

SL	Activity	Time (month/quarter)				Budget (USD/LAK)
		M/Q	M/Q	M/Q	M/Q	
1						
2						
3						
4						

8. Locality and stakeholders - *Include here a description of the locality where the project will be implemented, the stakeholders who will be involved. How is each stakeholder contribution critical for achieving the overall project objectives? Describe how the women embrace principles of joint decision-making, inclusiveness, knowledge-sharing.*

9. Brief description of project participants - *Include here evidence of a participatory planning process and agreement by participants with project objectives and activities. For example, how project is considering Rights Based Approach; Gender Equity; Civil society; Sustainability: Partnership; Resource Mobilization*

10. Clear statement of Project Activities and Expected result - *(a) Please state the expected results of your project and its contribution to achieving sustainable food security and reducing poverty; (b) How will you measure your results? Please be as precise and quantitative as possible.*

11. Estimated Budget - *The budget should correspond to the objectives and activities proposed. The SGP in general does not fund purchases of property or vehicles and not normally fund basic personnel expenses. In case of co-financing and or contribution from applicants' organizations, budget should clearly indicate the amount that is requested from the SGP, amount to be co-funded by NPA/CBO/MO contributions, and amount that will be financed by other donors. In-kind contributions should be described and quantified*

Proposal Budget Heads	Explanatory Notes
1 Administrative Costs	
Travel	Cost of travel of staff within project areas for project purposes (do not include travel costs for capacity building and training of staff here).
Communication and Administration	Cost incurred on day-to-day office running expenses such as postage, printing (other than printing of survey reports), electricity, telephone, fax, stationary etc.
Contingency	It is meant for unforeseen expenses and should not exceed 2-3% of total project cost.
2 Project Activity Costs	

**Capacity building of staff & communities	Capacity building of staff and communities including workshop, meetings, training, and travel for training purposes.
**Development activities	The cost incurred on all such activities that are proposed for implementation of the project. For example, construction of structures, establishing micro & small scale processing units, reforestation, nursery establishment, community-based fisheries management, packaging, conservation measures, studies, surveys etc.
**Monitoring & Evaluation	Monitoring and evaluation exercises such as meetings, discussions, physical verifications, studies including reporting and documentation will be considered as activity costs.
Consultants/Resource Persons	The cost of engaging external consultants for direct project related activities that have been classified under development activities.
Formation of local institutions/groups	Costs incurred on formation, stabilization, linking and meetings of groups.
Planning activities	Costs incurred on baseline surveys, participatory exercises and micro planning.
3 Items that are NOT ALLOWED	
Capital items	Any item that will add to fixed assets of the organization will be considered as capital items. Buying capital items for office/ organization such as land, building, furniture, fixtures, computer, printers, fax machine, camera, photocopier etc. are not allowed.

**** Can be taken from #7 above**