Annex A

GRANT CONCEPT PAPER TEMPLATE

A.1. Purpose

The *Grant Concept Paper Template* is designed to gather basic information about the Applicant and what it is proposing to do.

**Annex A. Grant Concept Paper Form**

USAID Ecosystems/Protibesh Activity   
 Grant Concept paper

1. Applicant name:
2. Date organization was founded and registration status:
3. Contact information:

|  |  |
| --- | --- |
| Key contact person(s) and title: | |
| Office address: | Office phone: |
| Mobile: |  |
| Email: | Website: |
|  |  |

1. Briefly describe the organization, its purpose, and past related experience:
2. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Agency or Organization | Nature of Relationship or  Title of Project, Location | Start & End Dates of Collaboration | Contact Person |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |

1. Have any of the key personnel or leadership of this organization been terminated or resigned in lieu of termination for any misconduct, including fraud or sexual harassment? If yes, please list name and title.
2. Title of the proposed grant activity:
3. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue (maximum 1 page, A4, Times New Roman 11pt)?
4. Objective of the proposed grant activity:
5. Describe the proposed research activity and expected results in detail (research methodology, expected output, outcome and impact, and ways of presenting findings and recommendations), keeping in mind the expected outcomes and merit review criteria contained in the solicitation. (maximum 10 pages, A4, Times New Roman 11pt.)
6. Identify target groups for the research, disaggregated by gender if possible, number, how the research will ensure inclusivity and representation of socially excluded people (maximum 1 page, A4 Times New Roman 11pt).
7. Anticipated duration of activity from start to finish (not to exceed 4 months):

|  |  |
| --- | --- |
| Overall length (total number of months) |  |
| Start and end date (day, month, and year) |  |

1. Implementation Timeline: (Annex C added as separate form)

1. Budget: (Annex B excel sheet added as separate form)

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_