**SOLIDARITY FUND PL**

**PROGRAM OF Small Project Fund 2018**

OPEN CALL FOR CONCEPT NOTEs FOR projects in GEORGIA

**CONCEPT NOTE**

1. **APPLICANT(s) – general information**

**A1. The applicant(s) is/are:**

Local public authorities

Governmental institution(s)

Non-governmental organization(s) (including ngo coalitions)

Academic institution(s)

Non-formal local community group (s)

Individual(s) conducting social activities

**A2. Applicants’ name, website, e-mail, telephone and postal address**

*If the Concept Note is submitted in the name of few entities please decide which one is the Applicant - leading Partner.*

**A3. Coordinator / contact person on the application**

*Please provide us with: name, phone, address and e-mail address and biographical note of the person (max. 800 characters), who is responsible for preparing the concept note. It is important that the person can be quickly contacted in case it is needed to supplement or correct some error on the form.*

**A4. Person eligible formally to represent the Applicant -** *please provide us with: position, name, phone, address and e-mail address of the person who will be eligible to represent your institution – who will sign the agreement and other documents. It could be a coordinator of the project, but do not have to. Fill in this part only if it will be somebody else than coordinator.*

**A5. Applicants’ experience (max. 800 characters)**

*Please provide us with the short description of your activity, including projects (local and international ones) implemented within last 3 years by your organization/institution (including donor, budget and main results). Individuals – please describe your life-experience, especially in the sphere of the application subject.*

**B. PROJECT/IDEA – general information**

**B1. Title of the project / idea** *(max. 100 characters)*

**B2. Priorities -** *Please insert here the priorities from the “Rules of participation”, which your project/idea addresses. If your project is focused on more than one priority please list them all, but indicate [1], which one is the most important in your opinion.*

**B3. The project/idea is a:**

**Separate project/idea**

**Small intervention –** an additional component to the ongoing project/program/activity: *[name of the project] ………………………………., implemented by………………….., financed by ……………………..[full names of the organizations, partners etc.]*

**B4. Problem / Needs –** *please describe what kind of problem you would like to solve or**contribute to the solution / what kind of needs would you like to satisfy by the project/activity? Please describe why it is important to implement the project/idea from the local perspective. Please describe what problem of your locality will be solved by the project. Why it is important to solve exactly this problem for your locality? Try to show the causal links between different levels of the problem, if such exists. If the problem is only local one and it does not influence on other spheres, leave them empty. (max. 200 characters each)*

Country level:

Regional level:

Local level:

**B5. How to solve the problem/satisfy the needs?** *Please describe shortly how you would like to solve this problem/**contribute to the solution or how you would like to satisfy existing needs. Try to show the causal links between different levels of the problem and ways to solve them. (max. 200 characters each).*

|  |  |  |
| --- | --- | --- |
|  | **PROBLEM/NEEDS** | **SOLUTION** |
| Country level |  |  |
| Regional level |  |  |
| Local level |  |  |

**B6. Executive summary of the project/idea** *Please describe briefly each activity that you plan within the project (3-4 sentences for each activity). In the concept note you don’t have to provide detailed description of all planned activities. It will be needed in the 2nd stage of the process of selecting applications.*

1. **Short description of the locality / localities within which the project will be implemented** *Please provide us with the short description of the locality/localities the project/idea will be implemented in. Please describe also your experience working there. (max. 500 characters)*
2. **Main planned activities: - Please describe shortly activities planned within your idea.** *According to the Polish input it’s not obligatory on this stage to show concrete names of the experts, places or institution to cooperate with. Much more important is to show your sphere of interests, what do you need to make your idea more effective.*

|  |  |
| --- | --- |
| **ACTIVITY No. 1** | |
| *Name of the activity:* |  |
| *Beneficiaries/Participants (types, how many?):* |  |
| *Short description (max 800 characters):* |  |
| *Polish experience/input (if any):* |  |
| *Approximate dates:* |  |
| **ACTIVITY No. 2** | |
| *Name of the activity:* |  |
| *Beneficiaries/Participants (types, how many?):* |  |
| *Short description (max 800 characters)::* |  |
| *Polish experience/input (if any):* |  |
| *Approximate dates:* |  |
| **ACTIVITY No. 3** | |
| *Name of the activity:* |  |
| *Beneficiaries/Participants (types, how many?:* |  |
| *Short description (max 800 characters)::* |  |
| *Polish experience/input (if any):* |  |
| *Approximate dates:* |  |

1. **Expected results -** *Please describe briefly expected results of the project* (no more than 5, max 100 characters each).

**B7. Contribution expected from Solidarity Fund PL -** *please indicate in which spheres you will need a support/contribution from us as a Partner (i.e. to find out concrete experts on…. /to organize a study visit for…. on…, to show how….. etc).*

**C. PARTNERSHIP – general information**

*Please fill in this part only if the Concept Note is submitted by few entities together.*

**C1. Name and role of each of the partners institution(s)**

**C2. Short description of the partners institution(s) experience** *(except leading Partner – Applicant) (max. 500 characters)*

**D. BUDGET**

**D1. Estimated budget**

|  |  |
| --- | --- |
| **Overall costs of the project in Georgia in EUR:** |  |
| **General types of activities/costs in Georgia covered by the project:**  (i.e.: travels costs of 2 experts – 1000 EUR, beverages for the 5 trainings for 20 people – 500 EUR) |  |
| **Costs of Polish input[[1]](#footnote-1):** |  |
| **Own contribution into the project:** |  |

1. This point is not obligatory – if you cannot estimate these costs, please insert what kind of costs you planned and the final budget will be discussed during negotiations. [↑](#footnote-ref-1)