**Supporting Civil Society**

**Concept Note Form**

1. **Project title**
2. **Project location (city, village, marz)**
3. **Name of the applicant** **organisation**
4. **Contact details of the applicant organization**
   1. Postal address:
   2. Telephone number:
   3. Name of the contact person in charge of the project:
   4. Contact person’s mobile phone:
   5. Contact person’s e-mail address:
   6. Head of the organisation (if different):
   7. Website of the organisation (if any)
5. **Name and contact details of a partner organisation (if any)[[1]](#footnote-1)**
6. Postal address:
7. Telephone number:
8. Name of the contact person in charge of the project:
9. Contact person’s mobile phone:
10. Contact person’s e-mail address:
11. Head of the organisation (if different):
12. Website of the organisation (if any):
13. **Problem statement**

*Please describe the identified problem/issue that you seek to address. Also briefly describe the experience of your organization or your own experience in dealing with similar problems/issues in the past.*

*(no more than 1 page)*

1. **Objective(s) of the project**

*Please describe the milestones you are going to reach to contribute to the resolution of the problem/issue*

*(no more than 0.5 page).*

1. **Activities**

*Please describe major activities that should help you to accomplish the objective(s). Please describe expected outputs/products for each major activity.*

*(no more than 1 page).*

1. **Expected results**

*Please describe the outcome/effect that you expect to reach by the end of the project or beyond the project term.*

*(no more than 3 paragraphs).*

1. **Risks**

*Please describe possible risks associated with the implementation of your project, and the mitigation strategy (no more than 2 paragraphs).*

1. **Capacity to implement the proposed project**

*Please describe the capacity that your organization has to implement the project in an effective and efficient manner. If you have partners, please mention the distribution of tasks and the way you plan to manage the partnership, also mentioning if you ever had an experience working in partnerships, and if yes, give details.*

1. **Amount requested (in AMD)**

Please provide a summary of an activity-based budget indicating only total amounts in the following major categories:

* Personnel:
* Travel:
* Equipment/supplies:
* Local office:
* Services:

1. **Project duration in months**

*Please also indicate the expected start and end dates.*

1. Please also provide the following supporting documents:

* Certificate of legal registration *(in native language)*
* Charter of the organisation *(in native language)*
* Same documents for the partner organization (if any)

DATE OF SUBMISSION:

SIGNATURE:

1. If you have more than one partner, please mention them all enumerating starting from 1. [↑](#footnote-ref-1)