**Concept Note template**

**“Strengthening local civil society and partnerships in the regions of Uzbekistan”**

**NOTE! The concept note should be at most six pages!**

1. **COVER PAGE**
2. **Information about Applicant (**please, fill in the table and provide the copies of requested documents in annexes)

|  |  |
| --- | --- |
| **Name of the leading applicant organization**(Please indicate full name and legal status) |  |
| **Full name of director/manager**  |  |
| **Contacts of organization** (please indicate address in detail) |  |
| **Contact person:**Mobile:E-mail: |  |

1. **Co-applicants for the call (consortium members)** (Please provide information about the co-applicants and copies of requested documents in annex)

|  |  |  |
| --- | --- | --- |
|  | **Co-applicant 1** | **Co applicant 2** |
| **Name of co-applicant organization / initiative group**(Please indicate full name and legal status) |  |  |
| **Contacts of organization** (please indicate address in detail, account details) |  |  |
| **Contact person:**Mobile:E-mail: |  |  |

1. **Short resume of the proposal –** *not more than 100 words*

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1. **Context and Problem statement**

Please describe what is the main issue in your region? – *not more that 1 page*

1. **Main objectives and activity lines**

What would be your objectives? How do you want to achieve these objectives and through what kind of activities you want to implement? – *not more that 1 page*

1. **Former Experience**

Pleaselist all similar projects implemented during the past 3 years by the consortium members and the lead-applicant on the thematic area chosen. - *not more that 1 page*

1. **Partnership Set-up**

Please list partner organizations other from the co-applicants identifying their legal status (public, NGO, commercial or international organization) and describe their role and strong qualities that you want to use in this project. *- not more that ½ page*

|  |  |  |
| --- | --- | --- |
| **No** | **Name and type of organization** | **Role in the project**  |
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1. **Potential risks and opportunities**

Please describe the risks and opportunities that may affect the implementation of proposed activities, and possible measures to prevent them. Please apply SWOT analysis to make it comprehensive. – *not more that ½ page*

1. **Duration and Financing** (please, provide the details of what resources would you need (financial, material, human resources) to have your objectives successfuly accomplished. Separately, please fill in the budget as in the attached format (separate table in Excel is attached)). – *not more that 1 page*

Please show the whole budget amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please show the required funding from the Swiss Cooperation Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of the project in months: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated month of start:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Annex (please, provide the copies of below documents)**
2. For the leading NGO: financial reports of last three years submitted to state authorities and audit/report on the previously implemented project, if available
3. Copy of the Charter of the organizations, licenses / certificates (if available), copy of the director's passport.
4. Organigram – the organizational chart of the consortium.
5. Signed Letter of support from a group of applicants or Teaming Agreement