

Annex 1: MFF SGF concept note template

The Concept Note should be maximum two (2) pages (excluding the “Information on the Proponent Organization”) (*Annex 2*).

1. **Project title** Should reflect the work of the project.
2. **Name of the Organization**
3. **Project idea (please provide short statements on the following questions)**
 - (a) What is the current situation, and the problem(s) to be addressed?
 - (b) What are the main causes for this problem? Which of these causes does the project address and what is the rationale behind this choice?
 - (c) Where did the idea for the project originate from?
 - (d) Are there other organizations working on the same problem in the project area?
 - (e) What would be the project’s Objective, Results (=Outputs) and deliverables
 - (f) Who will benefit from the project?
 - (g) What are the main changes expected by implementing the project which will benefit the status of the ecosystems and/or people dependent on the ecosystems?
4. **Where will the project be implemented?**
5. **Relevance to the MFF criteria and the priorities indicated in the Call for Application**
 - (a) How would the project relate to the MFF Programmes of Work?
 - (b) How does the project address priority issues identified in the Call for Application (please refer to the Call for Application made by the national MFF Secretariat)?
 - (c) How would the project address the cross-cutting themes [climate change, gender equality & communications]?
6. **Project duration (months)**
7. **Project Management**
 - (a) Provide a brief statement on how the project will be managed.
 - (b) List the Partners involved in project implementation and their roles and responsibilities.

Partner	Roles and Responsibilities
(i)	
(ii)	

8. Budget (local currency):

Total Budget	Financing Plan		
	Request from MFF	Grantee Contribution	Other Contributions

Annex 2: Information on the Proponent Organization

NOTE: Please fill in this form and send it with the Concept Note

Project Title		
Name of the Organization		
Mailing Address		
Visiting Address (if different from above)		
Telephone	Fax	
Email	Website	
Mission and Goal of the Organization		
About the Organization	Registration date Category Contact person Number of staff	
Bank Account details	Account name Bank name Bank address Account No.: SWIFT or other routing code Signatories names	
References	Name, address and Tel no. (Referee 1) Name, address and Tel no. (Referee 2)	
Projects implemented during the last 5 years relevant to the theme of the current proposal		
Title of the Project	Donor/Amount	Reference (Name/tel/email)
1.		
2.		
3.		
4.		
5.		