

Grant Concept Note Template

A concise structure for an evidence based project concept

Use this concept note to explain the need, proposed response, intended results and resources required. Adapt the headings and length to the funder's actual call and official concept note format.

Use the actual solicitation or call as the authority. This is a planning and drafting template, not an official form. Replace bracketed text, expand the writing space, and remove instructions before submission. Retain the required order, word limits, forms and attachments.

Project title [Specific title describing the proposed work]

Applicant and call [Organization; funder; call title and reference]

Location and duration [Location; proposed start and end dates or duration]

Funding request [Amount and currency; total project cost; cofunding status]

1 Project summary

[In 100 to 150 words, state the problem, who is affected, the response, expected change, duration and funding requested. Write this after completing the rest of the note.]

2 Need and supporting evidence

Use current, relevant sources. Give dates and geographic scope, and distinguish local evidence from wider estimates. State limitations instead of presenting uncertain estimates as facts.

[Describe the problem, its main causes and the gap in current services or responses. Explain why the proposed work is needed now and how it fits the call's priorities.]

Key evidence [Source, publication date, relevant finding, page or link, and limitation]

3 Target group and participation

[Identify the groups to be reached, location, estimated numbers and selection basis. Explain access barriers and how people affected by the issue will help shape and review the work. Use aggregated information.]

4 Goal and specific objectives

Longer term goal [Broader change to which the project will contribute]

Project objectives [Specific, realistic changes achievable within the project period, for whom and by when]

Writing tip: separate a project objective from an activity. Delivering a workshop is an activity; a demonstrated change in participants' capability can be an objective.

ACTIVITIES RESULTS AND LEARNING**5 Activities and delivery plan**

Show the logical connection between activities, immediate outputs and intended outcomes. Add rows as needed. Check that timing, responsibilities and resources are feasible.

Activity and approach	Timing	Responsible role	Immediate output
[Activity 1; method and participation]	[Month or date]	[Applicant or partner role]	[Deliverable and quantity]
[Activity 2; method and participation]	[Month or date]	[Applicant or partner role]	[Deliverable and quantity]
[Activity 3; method and participation]	[Month or date]	[Applicant or partner role]	[Deliverable and quantity]

Approach and rationale [Why this approach addresses the identified causes; relevant evidence or learning; adaptations to the local context]

6 Results and measurement

Choose a small set of useful measures. Define the unit, source, collection frequency and owner. Mark an unknown baseline as “to be established” and explain when and how it will be measured.

Result and indicator	Baseline and target	Measurement plan
[Output; indicator with unit]	[Baseline/date; target/date]	[Data source; method; frequency; role]
[Outcome; indicator with unit]	[Baseline/date; target/date]	[Data source; method; frequency; role]

Learning and adaptation [Who reviews findings, when decisions are made and how activity plans can be adjusted]

Responsible data use [Necessary information only, consent where needed, secure access, retention and reporting in aggregate; applicable requirements]

7 Assumptions and risks

Assumption or risk	Effect on results	Response and owner
[Critical external condition or delivery risk]	[What could change or fail]	[Mitigation, contingency and role]
[Access, participation or partner risk]	[What could change or fail]	[Mitigation, contingency and role]

RESOURCES PARTNERSHIPS AND CONTINUATION**8 Indicative budget and rationale**

Use the funder's categories, currency and cost rules. Populate figures from a supporting budget, reconcile totals and identify confirmed versus prospective cofunding. This table does not calculate totals.

Cost category	Basis of estimate	Total cost	Grant request
[Personnel]	[Role, effort and rate basis]	[Amount]	[Amount]
[Activities and direct costs]	[Units, quantities and cost basis]	[Amount]	[Amount]
[Other eligible costs]	[Basis and eligibility reference]	[Amount]	[Amount]
Total	[Check against detailed budget]	[Amount]	[Amount]

Budget rationale [Explain the major costs, their link to activities, permitted indirect costs, tax or exchange-rate assumptions and value for the proposed results]

Other funding [Source, amount, restrictions and confirmed or prospective status; avoid double counting]

9 Partner roles and management

[Describe the applicant's delivery responsibility and relevant capacity. Identify each partner's role, contribution, confirmed commitment and reporting arrangements. Explain how decisions and concerns will be handled.]

10 Sustainability and continuation

[Explain which results can continue after the grant, who will maintain them and what resources are needed. Distinguish confirmed arrangements from plans that depend on future funding. Describe handover or responsible closure where relevant.]

11 Review before submission

- Confirm eligibility, fit, current call instructions, word limits and required attachments.
- Check that objectives, activities, indicators, timing and budget describe the same project.
- Verify evidence, calculations, partner commitments and permissions. Remove drafting instructions and unresolved placeholders.
- Obtain the required organizational approval and retain the submitted version and receipt.

Approval and submission [Authorized approver; approval date; submission owner; deadline and time zone; confirmation record]