

## CONCEPT NOTE TEMPLATE

*The Concept Note (CN) is the first step in the application process. If Concept Notes are approved, applicants will be asked to prepare a full project proposal for further evaluation. Please complete **ALL** sections of this form and attach the required documents. Remember to follow the guidance and the strategy of the EbA Facility described in the call for proposals.*

*You are welcome to provide additional supporting documents, such as maps or letters of community support, as attached files with the submission of this CN. Contact the EbA Facility staff (see call for proposals for contact details) if you have any questions about your project concept or how to complete this CN form.*

*Please ensure that the Concept Note **does not exceed five (5) pages**. You can delete all instruction texts that are in italic.*

***The following documents are required to be submitted with the Concept Note:***

1. *A signed declaration by the applicant organization must be submitted on an appropriate letterhead, including the following:  
“I, the undersigned being the person responsible in the Applicant’s organization for the proposed Project, do hereby certify that the information given is true and correct at the time of submission.”, with signature, name, position, place, date.*
2. *Certificate of registration of the applicant organization*
3. *Audited financial statements from the last period (last 2 years, if available)*

### PART A: Applicant Organization

*If your project will be implemented by a consortium of organizations, there must be one leading organization that will be the applicant and sign the contract with CBF.*

<b>Applicant Organization Legal Name:</b>	
<b>Short Name/Acronym:</b>	
<b>Total Permanent Staff:</b>	
<b>Organization Type:</b> <i>Mark with an X one option only.</i>	<input type="checkbox"/> National Conservation Trust Funds (NCTFs)
	<input type="checkbox"/> National Non-government organizations (NGOs)
	<input type="checkbox"/> Community-based organizations (CBOs)
	<input type="checkbox"/> Government agencies
	<input type="checkbox"/> Regional/ international organizations
	<input type="checkbox"/> Private sector
	<input type="checkbox"/> Universities and research institutions
	<input type="checkbox"/> Other (specify here):
<b>Year Organization Established:</b>	
<b>Purpose/ Mission:</b>	

<b>Organization Address:</b>	
<b>Website Address:</b>	
<b>Contact Person Name:</b>	
<b>Contact Person Position:</b>	
<b>Contact Person Email:</b>	
<b>Telephone (with country code):</b>	

Please list below past projects that your organization has managed (limit to the last 5 years):

<b>Project Title</b>	<b>Main theme</b>	<b>Start (mm/YY)</b>	<b>End (mm/YY)</b>	<b>Main donors</b>	<b>Project budget (in USD)</b>

The table below is to be completed **ONLY** by consortia of organizations. Please list below the organizations that composed the consortium that will implement this project and the main roles each of them will have in the project:

*A project will be implemented by a consortium of organizations when the applicant organization will sign sub-grant contracts with other organizations that will be responsible for specific roles during the project implementation. You can delete this table if this is not your case.*

<b>Organization Name</b>	<b>Main Functions</b>

## **PART B: Project Description**

<b>Project Title:</b>	
<b>Geographic Area:</b> <i>Country(ies), state, district, sub region, basin, protected areas, corridor, etc. If possible, give an estimate size in hectares.</i>	

<p><b>Problem:</b> <i>Explain what the main vulnerabilities of the project area are regarding to climate change risks and effects. Justify selection of project area.</i></p>	
<p><b>National/regional policies and priorities:</b> <i>Explain how the project supports policies and strategies (e.g., national adaptation plans, NDCs, National Communications under UNFCCC, NBSAPs, etc.)</i></p>	
<p><b>Project Approach:</b> <i>Explain if the project will continue, scale-up, replicate any previous activity or if it has synergies with other actions in the area</i></p>	
<p><b>Project Intervention Logic</b></p>	
<p><b>Goal:</b> <i>The main climate risk that will be reduced with the project contribution</i></p>	
<p><b>Objectives:</b> <i>Maximum of 3 main Ecosystem-based adaptation strategies the project will adopt</i></p>	
<p><b>Expected Outcomes:</b> <i>Main effects expected to happen with the project intervention</i></p>	
<p><b>Expected Outputs:</b> <i>Main products or results expected to be delivered by the project activities</i></p>	
<p><b>Activities:</b> <i>What will be done to deliver the outputs (main activities)</i></p>	
<p><b>Relevance to the EbA Facility Objectives</b></p>	
<p><b>How the project contributes to the EbA Facility Objectives?</b> <i>Refer to the call for proposals Objectives in your answer</i></p>	

<p><b>To which indicators of the EbA Facility the project will answer?</b>  <i>Refer to the EbA Facility list of indicators in the call for proposals and list all that apply</i></p>	
<p><b>Implementation details</b></p>	
<p><b>Key Stakeholders and Partners:</b></p>	
<p><b>Project Duration (in months):</b></p>	

### **PART C: Project Estimated Budget**

**What is the total amount being requested from the EbA Facility (in USD)?**

**Are there any other funders that will provide in-cash contributions to the project (it is not a requirement)? List below, if any, and complete the estimated amounts in the table below:**

<b>Main Budget Items</b>	<b>EbA Facility (USD)</b>	<b>Other funders If any (USD)</b>

*Main budget item normally include personnel (staff and consultants), travel, equipment, administration costs (overhead), events, communication.*

**Are there in-kind contributions from your organization or from other supporters or partners?**

*In-kind support may include labour, travel costs, equipment that is lend to the project, trainings, etc.*