**SOUTH ASIA SMALL GRANTS PROGRAM - BHUTAN**

THE ASIA FOUNDATION

#### ANNEX II: PROJECT CONCEPT NOTE

1. Title of the project:
2. Duration of the project:
3. Background and problem statement *(no more than 150 words)*:

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| State the problem or issue that you are trying to address and why your intervention is timely. |
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1. Project approach and strategy *(approx. 250 to 300 words)*:

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| Communicate how you plan to address the problem, why your approach is likely to produce the desired results.  |
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1. Provide a clear and detailed description of project goals, objectives and activities. Indicate how project outcomes contribute to one or more of these four results:
2. *Increase public sector accountability and transparency*
3. *Strengthen the rule of law*
4. *Promote civil society participation and media in these efforts*
5. *Strengthen democratic institutions and practices*

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| --- | --- | --- | --- | --- |
| Project Activity | Goals | Objectives | Outcomes | Results |
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1. Please elaborate if your project addresses any challenges related to diversity and inclusion *(no more than 150 words)*.

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1. Project risks and mitigation strategies:

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| Please state the risks you anticipate for the project and the mitigation strategies that you will employ to counter them. |
| Risk | Mitigation |
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1. Sustainability of the initiative *(no more than 150 words)*:

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| Please explain how you envision to sustain the initiative after the funding period.  |
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1. Direct and indirect project reach (target groups/number):

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1. Geographical coverage of the proposed project:

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| --- | --- |
| District |  |
| Municipality/Village |  |
| Other |  |

1. Key personnel for the project

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| Please provide 2-3 sentences on the qualifications and experience of the project lead and list all personnel to be involved in the project (including program, administration and financial management). |
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1. Provide a brief capacity statement of your organization *(no more than 200 words)*.

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| Please list your previous project experiences that demonstrate your capacity to undertake the proposed project. Describe how the project idea converges with the expertise and core mandate of your organization. |
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