**SOUTH ASIA SMALL GRANTS PROGRAM - BANGLADESH**

#### 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)*:

|  |
| --- |
| State the problem or issue that you are trying to address and why your intervention is timely. |
|  |

1. Project approach and strategy *(approx. 250 to 300 words)*:

|  |
| --- |
| Communicate how you plan to address the problem, why your approach is likely to produce the desired results. |
|  |

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*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Activity | Goals | Objectives | Outcomes | Results |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Please elaborate if your project addresses any challenges related to diversity and inclusion *(no more than 150 words)*.

|  |
| --- |
|  |

1. Project risks and mitigation strategies:

|  |  |
| --- | --- |
| Please state the risks you anticipate for the project and the mitigation strategies that you will employ to counter them. | |
| Risk | Mitigation |
|  |  |
|  |  |
|  |  |

1. Sustainability of the initiative *(no more than 150 words)*:

|  |
| --- |
| Please explain how you envision to sustain the initiative after the funding period. |
|  |

1. Direct and indirect project reach (target groups/number):

|  |
| --- |
|  |

1. Geographical coverage of the proposed project:

|  |  |
| --- | --- |
| Upazila |  |
| Districts |  |
| Divisional Secretariats |  |

1. Key personnel for the project

|  |
| --- |
| 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). |
|  |

1. Provide a brief capacity statement of your organization *(no more than 200 words)*.

|  |
| --- |
| 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. |
|  |