**SOUTH ASIA SMALL GRANTS PROGRAM - SRI LANKA**

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 goal, objectives, outcomes 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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| **Overall Goal:** | | | |
| **Project Activity** | **Deliverables/Outputs** | **Outcomes** | **Results (from the above four 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 with special reference to how your organization will mitigate the risks of the COVID-19 pandemic in relation to the project activities | |
| 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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| --- | --- |
| Provinces |  |
| Districts |  |
| Divisional Secretariats |  |

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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