

## Concept Paper Template

### 1) Introduction (1/2 page):

- Name and address of organization;
- Type of organization (e.g., non-profit, university, etc.);
- Unique Entity Identifier
- Contact point (phone and e-mail);
- Names of other organization to whom you are/have submitted the application and/or are funding the proposed activity; and
- Signature of authorized representative of the applicant, authorized to contractually obligate the applicant.

### 2) Technical Information (2 pages maximum):

- Concise title and objective of proposed activity;
- Discussion of the objectives, the method of approach, the amount of effort to be employed, the anticipated results, and how the work will help accomplish the Tuhifadhi Maliasili Activity objectives;
- Type of support the applicant requests from the Grant Program (e.g., funds, facilities, equipment, materials etc.).

### 3) Supporting Information (1 page maximum):

- Proposed estimated cost;
- Proposed duration of activity;
- Brief description of applicant's previous work and experience, both functionally and geographically;
- Brief description of applicant's previous management of USG awards.
- Organization Responsibility Certification: Certification that the applicant has the administrative management capacity to effectively and efficiently implement the grant activity in accordance with the financial management terms and conditions of the grant award, including relevant standard provisions. That is: the organization has appropriate policies and procedures (financial, operational, personnel, property management, etc.); and the internal controls which should provide reasonable assurance regarding the achievement of objectives for (i) effective and efficient operations, (ii) reliable financial reporting, and (iii) compliance with applicable laws and regulations.