

## CONCEPT NOTE TEMPLATE

The concept note should be submitted in either Word or PDF format, using a minimum font Word or PDF format, using a minimum font size of 12 and employing one of the following font types: Arial, Times New Roman, Gill Sans MT, or Calibri.

### Additional Guidelines:

- Use clear and concise language throughout the concept note.
- Ensure consistency in formatting, font, and styling.
- Provide data, evidence, and references to support your claims.
- Be mindful of the word or page limits set by the application guidelines.
- Review and edit the concept note for clarity and coherence before submission.
- No application will be accepted beyond the submission deadline

- Title: Provide a clear, concise, and descriptive title for your project.
- Organization: Name of your organization or Cooperative.
- Provide demographic information (Montserrado, Lofa, Nimba, Bong, Margibi, and Grand Bassa
- Date: The date of submission.
- Contact Information: Your contact details, including physical address, email, and phone number.
- Logo: Include your organization's logo if applicable.

### Page 1: Executive Summary

- Brief description of what your organization does and the type of organization (e.g.; for profit, nonprofit, etc.)
- Briefly summarize the project's key points, including the problem to be addressed, proposed solution, and expected outcomes.
- Explain why the project is important and the impact it aims to achieve.
- Highlight any innovative aspects or unique selling points of the proposed project.
- Previous donors and brief history about the organization or cooperative

### Page 2: Project Description

#### Section 1: Problem Statement

- Explain the problem or need that your project addresses.
- Provide relevant statistics and evidence to support the existence and significance of the problem.
- Clearly state the target population or beneficiaries.

### Page 3: Objectives

- List specific, measurable, achievable, relevant, and time-bound (SMART) objectives.
- Explain how each objective contributes to addressing the problem.

- Indicate the expected outcomes/impact of the project.

## **Page 4: Project Approach**

### **Section 2: Project Activities**

- Describe the activities and interventions to achieve the project objectives.
- Include a timeline or sequence of activities.
- Explain how each activity directly contributes to the objectives.
- How would these activities contribute to job creation especially for women and youth, supporting gender equality, etc.)

### **Section 3: Stakeholders and Partnerships**

- Identify the key stakeholders, partners, and collaborators involved in the project.
- Explain their roles and contributions to the project.
- Highlight any existing partnerships and the potential for new partnerships .

## **Page 5: Project Sustainability and Budget**

### **Section 4: Sustainability**

- Explain how the project will be sustained beyond the funding period.
- Discuss income-generating strategies, capacity building, or community ownership.
- Address any long-term impacts and how they will be monitored.
- Identify potential risks or challenges and propose mitigation measures.

### **Section 5: Budget**

- Brief description of what your company/cooperative proposes to do with the grant funding.
- Provide a summary of the project's budget, including a breakdown of major expense categories for funding being requested from FSNR.
- Mention any in-kind contributions, matching funds, or other financial resources with funding sources for the project.
- Explain the rationale behind budget allocation.

### **Section 6: Conclusion**

- Summarize the key points and the significance of the project.
- Reiterate its alignment with the organization's goals and the potential impact.
- Include any other key points