**Annex:**

 **Concept Note Format**

**For**

**Low Value Grant (Non-Credit Related Activities)**

**UNDP-Bangladesh**

**Submission Deadline: 31st October, 2019**

1. **Contact Information:**

|  |  |
| --- | --- |
| Name of the CSOs/CBOs/NGOs and/or their Coalitions: |  |
| City: |  |
| Telephone: |  |
| Email address: |  |
| Website (if available): |  |
| Facebook account (if available): |  |
| Other social media of the group (if available) |  |
|  **Contact person 1**  | **Contact person 2** |
| First name: |  |  |
| Last name: |  |  |
| Email address: |  |  |
| Skype name (if available): |  |  |

1. **PROJECT DESCRIPTION:**
2. Title of proposed project:
3. Applied for LOT: (one CSO/CBO/NGO/coalition can only apply in one LOT)

|  |  |
| --- | --- |
| LOT 1 | Below BDT 840,000  |[ ]
| LOT 2 | Between BDT 840,000 – BDT 1680,000 |[ ]

1. Project Duration (in months, maximum for 1 year):
2. The project falls under which thematic area:

|  |  |
| --- | --- |
| **Thematic issues** | **Please Tick**(Can choose only one) |
| Promotion of tolerance and cultural diveristy in the society |  [ ]  |
| Peaceful coexistence of diverse ethnic and religious communities |  [ ]   |
| Develop a minority and gender sensible society |  [ ]  |

1. Problem Statement (max 200 words):
2. What Change do you want to make? (max 400 words):
3. Target groups and number of beneficiaries:
4. Project implementation area:

(Please speficy the working areas that includes district, upazilas and name of Unions):

1. Common work plan:

*(Please explain your activity plan with timeline)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL | Activities | Location | Responsible party | Timeline ( max 12 months) |
|  | Q-1 | Q-2 | Q-3 | Q-4 |
|  |  |  |  |  |  |  |  |

1. **Others Information:**
2. Did you ever received any grant?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL | Name Funder | Grant amount (in BDT) | Duration (in year)  | Purpose of the grants ( max 100 words) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

1. Names and details of two people from the organisations, networks and/or alliances you works with that can tell us about the relevance of your work:

|  |  |
| --- | --- |
|  **Contact person 1**  | **Contact person 2** |
| First name: |  |  |
| Last name: |  |  |
| Organisation/network:  |  |  |
| Position: |  |  |
| Email address: |  |  |
| City, country: |  |  |
| Telephone:  |  |  |
| Skype name (if available): |  |  |

1. Is there any additional information you would want us to know ? Please limit your response to max 100 words.

**Annexe:** to be attached

This should be attached with the application letter (as signed version)

* Organization profile; Registration document (if availabe)

**Thank you for your interest**