

**STANDARD GRANT-CONCEPT NOTE**

**Eligibility Criteria**

* Concept Notes are accepted from the following types of Local organisations:
  + Network organisations
  + Individual organisations
  + Branches of a larger local organisation (with written consent from Head office)

The organisation must be:

* + Non-governmental
  + Non-international
  + Have a legal status and be registered in [Zambia](https://www2.fundsforngos.org/tag/zambia/) for over one year under the Societies Act, Companies Act, [NGO](https://www2.fundsforngos.org/tag/ngos/) Act or Land (Perpetual Succession) Act
  + Must be registered in Zambia for over 2 years with Audited financial statements including Management letters
  + Have a Constitution, Articles of Association or Trust Deed
  + Be a non-profit organisation
  + Have a bank account operated by more than one signatory
  + Be up to date with statutory Returns
  + Be accessible (traceable address, etc.)
  + Have an active Board for oversight

1. **GENERAL INFORMATION**

**1.1 Organisation’s contact details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of organisation |  | | | |
| Physical address | (Plot number, road, area and town) | | | |
| Name of contact person/position in the organisation |  | | | |
| Telephone numbers | Office number |  | Cell phone |  |
| E-mail address |  | | | |
| Website (if any) |  | | | |

**1.2 Registration status of the organisation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your organization registered? | Yes |  | No |  |
| Under which Act is your organization registered? |  | | | |
| Indicate the registration certificate number |  | | | |
| Indicate the year of registration | **[dd/mm/yyyy]** | | | |
| Is your organization non-profit and non-governmental | Yes |  | No |  |
| Does your organisation have a Constitution, Articles of Association, or Trust Deed? | Yes |  | No |  |
| Is your organisation a branch of a national organisation? | Yes |  | No |  |
| If yes, is your branch independent from the national office? | Yes |  | No |  |

**1.3 Statutory obligations and Financial Management systems**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What is the financial year of the organisation | [mm/yyyy – mm/yyyy] | | | | |
| Do you have external Auditors? If yes indicate the name |  | | | | |
| Indicate when the last 2 external Audits were done | 1. | [mm/yyyy – mm/yyyy] | | | |
| 2. | [mm/yyyy – mm/yyyy] | | | |
| Is your organisation up to date with all statutory payments, i.e. NAPSA, PAYE, Annual returns? | Yes |  | No | |  |
| Does your organisation use an accounting package? | Yes |  | No | |  |
| What package? |  | | | | |
| Does your organisation have an accounting manual, financial rules and regulations, or similar? | Yes |  | | No |  |

**1.4 Organisation ’Governance &Operations**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does your organisation have a Board? | | Yes | |  | No |  |
| How often is your Board supposed to meet annually? | |  | | | | |
| Does the Board have sub-committees? | | Yes | |  | No |  |
| *State the positions of Board members including their gender* | | | | | | | |
| Position in the organisation | Male | | Female | | | | |
| 1. |  | |  | | | | |
| 2. |  | |  | | | | |
| 3. |  | |  | | | | |
| 4. |  | |  | | | | |
| 5. |  | |  | | | | |
| 6. |  | |  | | | | |

**1.5 Staffing**

|  |  |  |  |
| --- | --- | --- | --- |
| *State the full-time staff the you have in the organisation including their positions* | | | |
| Position in the organisation | Male | Female | Filled/Not filled |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

1. **PROPOSED PROJECT**

|  |  |  |
| --- | --- | --- |
| Title of proposed project |  | |
| Proposed Amount for the Project |  | |
| Project overall goal / impact |  | |
| Thematic focus area aligned to SIDA |  | |
| Project Objectives: | 1.  2.  3. | |
| Project Key areas of impact and outcome | 1.  2.  3.  4. | |
| Project key activities | 1.  2.  3.  4. | |
| What will be the geographical coverage area of the proposed Project? | Province/s | District/s |
|  |  |
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**2.1 What advocacy issues will your project focus on?**

*Include problem statement and justification-[Maximum 200 words]*

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**2.2 How will your project be implemented using the HRBA**

*Explain how the proposed project will impact/involve the people living in poverty and marginalized in urban and rural areas using the Human Rights Based Approach (HRBA) Pillars: Campaigning, Empowerment, Solidarity and Demonstrating Alternatives –[Maximum 200 words]*

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| --- |
| **E.g Empowerment – How will the project empower the people living in poverty and marginalized e.g what tools will be used** |

1. **CAPACITY AND TRACK RECORD**

*List the typical projects/activities you have undertaken in the last two years that demonstrate your organisation’s experience in advocacy work and what it has been able to achieve.]*

**3.1 Current activities**

|  |  |
| --- | --- |
| Project title |  |
| Contracts dates |  |
| Donor |  |
| Location of activities |  |
| Short summary including results | [maximum 100 words] |

|  |  |
| --- | --- |
| Title of activity |  |
| Start and end date |  |
| Source of funds |  |
| Location of activities |  |
| Short summary including results | [maximum 100 words] |

**3.2. Past activities**

|  |  |
| --- | --- |
| Name of donor |  |
| Contract period (Start/End date) |  |
| Project Name |  |
| Amount received |  |
| Location of implementation |  |
| Short summary including results | [Maximum 100 words] |

|  |  |
| --- | --- |
| Name of donor |  |
| Contract period (Start/End date) |  |
| Project Name |  |
| Amount received |  |
| Location of implementation |  |
| Short summary including results | [Maximum 100 words] |

1. **GENDER AND YOUTH MAINSTREAMING**

*Demonstrate how your project will show commitment to gender and youth participation-[Maximum 200 words]*

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|  |

1. **TARGET BENEFICIARIES**

*List the Project’s target beneficiaries – [Maximum 60 words]*

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|  |

**Documentation checklist**

*[Please ensure that you have provided the following documents as an attachment to your concept note and tick below.]*

**Please ensure you submit the documents listed below**

|  |  |  |  |
| --- | --- | --- | --- |
| List of required supporting documents | | Documents provided | |
| Yes | No |
| 1. | Copy of the registration certificate |  |  |
| 2. | Copy of the Constitution, Articles of Association, or Trust Deed |  |  |
| 3. | Annual narrative / activity reports from previous year(s) and / or any other reports that demonstrate the organisation’s relevant track record |  |  |
| 4 | Audited Financial statements including the Management letter (Where applicable) |  |  |

**I declare that the information given above in this concept note is true**

|  |  |
| --- | --- |
| Signature and official stamp |  |
| Position |  |
| Date |  |