**Tackle project**

**Concept note**

**Call for project proposals**

**Promote actions to fight racial discrimination and structural racism**

Please note that this concept note must be duly completed, in this format, for a maximum of 6 pages. Please save the form in PDF format before sending. The other documents must be sent separately in PDF format.

1. **APPLICANT:**

|  |  |
| --- | --- |
| Name of Applicant Organization | *[Enter the full name of your organisation/association]* |
| Status/entity | *[Specify the status of your organisation]* |
| Legal address | Country:  Address: |
| Contact details | Phone:  Email: |
| Website and/or social network | *[Provide a link to your organisation's website and/or social network]* |
| Legal representative | First & last name:  Function:  Phone:  Email: |
| Contact person | First & last name:  Function:  Phone:  Email: |
| Mission and vision | *[Indicate the organisation's mission and vision] (50 word limit)* |
| Strengths | *[Indicate what do you see as your organization’s key strengths] (50 word limit)* |
| Activities | *[Indicate the main activities of your organisation] (50 word limit)* |
| Target population | *[Indicate your organisation's target population]* |
| Areas of intervention | *[Indicate your organisation's geographical area(s) – country and city(ies) - of intervention]* |
| Total budget managed between 2022 and 2024[[1]](#footnote-6182) | *[Indicate the amount managed by the organisation for 2024]* |
| Does your organisation have a bank account/post office account? | *[Yes/No]* |

1. **PROJECT SUMMARY**

|  |  |
| --- | --- |
| Project title | *[Indicate the title of the project]* |
| General objective[[2]](#footnote-1) | *[Indicate the general objective of the project]* |
| Specific objective(s)\*[[3]](#footnote-2) | *[Indicate the specific objectives (3 max)]* |
| Project partner(s) | *[Indicate the project partner(s) if any]* |
| Areas of intervention | *[Indicate the geographical area – country and city(ies) - of intervention of the project]* |
| Duration of project (months): | *[The project must last a minimum of 18 months and a maximum of 24 months]* |
| Target population | *[Indicate the people or groups you wish to reach through this project]* |
| Expected results\*[[4]](#footnote-3) | *[Indicate the expected results of the project (2/3 max)]* |
| Activities[[5]](#footnote-4) | *[List the activities related to each expected result. For example A1 of R1: \_\_\_\_\_; A2 of R1:\_\_\_\_\_\_\_\_\_]* |

\* These boxes are not mandatory to fill in

1. **NARRATIVE AND CONTEXT OF THE ACTION (400 word limit)**

* Please describe briefly how the activities will be implemented, their impact (in terms of change on the situation initially observed) and their relevance to the theme and the area of intervention.
* What human resources will be needed to implement this project?
* How do you intend to ensure the sustainability of the project's results?
* What are the main needs in the project context? What do you think you can do to address them?
* To what extent are the project's target groups involved in the project and its design?
* In the case of a partnership, please explain the role and involvement of the different partners in the implementation of the actions.
* Indicate how this grant will support your organization to achieve the project objectives.

1. **BUDGET**

|  |  |
| --- | --- |
| Total amount of grant requested (in euros) | *[Indicate the total amount of the grant requested under this call]* |
| Budget amount (in euro) for:[[6]](#footnote-379)  - activity,  - human resources,  - administrative and operational costs | *[Indicate the estimated budget (in euros) for each project outcome]* |
| Other sources of funding for the project | *[If any, indicate any other sources of funding for this project and the donors involved, e.g. co-financing]* |
| Financial experience: has your organisation ever managed an amount equal to or higher than the grant requested under this call for proposals? | *[Yes/No]* |
| Financial Controls | *[Indicate what financial controls do you have in place to ensure finances are managed carefully]* |
| Evidence of Expenditure | *[Indicate what evidence can you provide to donors on expenditure of funds] (50 word limit)* |

1. **TIMETABLE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | | | | | | | | | | | | | |
|  | **Semester 1** | | | | | | **Semester 2** | | | | | |  | |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Partners involved (if any) |
| **Result 1** | | | | | | | | | | | | | | |
| **Activity 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Result 2** | | | | | | | | | | | | | | |
| **Activity 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Attachments (Indicate the list of attachments)**

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**Final declaration**

Final declaration

I, the undersigned, certify that the information contained in this form is correct and that I am legally authorised to represent the applicant organisation.

Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and position of the representative of the applicant organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Stamp of the association)

1. This information only serves administrative purposes, but has no impact on the qualitative evaluation of the proposal. [↑](#footnote-ref-6182)
2. The broad, long-term goal that the project aims to contribute to. It reflects the overall impact or change that the project seeks to achieve in a specific sector or community. E.g.: “Encouraging access to quality justice services and promoting human rights and gender equality for key populations in the targeted geographical area” [↑](#footnote-ref-1)
3. A concrete and measurable goal that directly addresses the core problem the project is designed to solve. It defines the expected change or improvement resulting from the project's activities. E.g.: “SO1: Strengthening the capacity of key populations in the targeted geographical areas, by supporting them in claiming and fully enjoying their rights” [↑](#footnote-ref-2)
4. The tangible or measurable outcomes achieved through the project's implementation. Results indicate the direct effects of the project’s activities and contribute to reaching the specific objective. E.g.: “R1: Raise awareness among key populations, focusing on access to justice services”. [↑](#footnote-ref-3)
5. A set of tasks or actions carried out to produce the expected results. E.g.: “A1: Launch a digital awareness-raising campaign on issues relating to the topics covered - A2: Organisation of awareness-raising sessions on the topics covered” [↑](#footnote-ref-4)
6. Please note that the budget distribution can also be an estimation [↑](#footnote-ref-379)