

Concept Note



Personal Information of Head of Organization/Applicant

First Name	
Last Name	
Email Id	
Contact Number	
Country	

Grantee Organization Information

Organization Name	
Date and year of registration	
Nature of organization	Charitable trust, NGO, Section VIII Company, etc
Country	
State/ Province	
City/Town	

Project Proposal Information

Name of Project/Proposal	
Thematic Area/Subject Area	

Grant Application Section

1. Executive Summary* (max 400 words)

(Brief details about the organization and its past experience of handling projects of proposed concept)

2. Problem Statement* (max 200 words)

(Briefly describe the problem you are proposing to address through the project.)

3. Location and Theme (max 200 words)

(Details about the location for proposed intervention, thematic area/ portfolio under the Section VII of Companies Act, 2013 which the project falls under. List any related facts related to geography/ theme/ portfolio, which impacts the scope of work involved in the project)

4. Strategy to address the problem* (max 1500 words)

(Mention your strategy to address the problem in the geography mentioned by you. Give details of how the implementation approach and strategy is innovative/superior as compared to existing approaches)

5. Financial Requirement* (max 1000 words)

(Outline the funding requirement at of the project. You can insert a table here consisting of heads under which expense is required)

6. Project Duration * (max 300 words)

(Proposed time for completion of various interventions, baselines, project implementation, mid-term assessment, impacts, finances etc.)

7. Contribution from Other Sources (300 words)

(List private/ public/government agencies who intend/may intend to partner the concept for implementation)

8. Impact assessments (summary in 500 words and attach files)

(Attach the outcome of similar projects executed in the past along with impact assessments, financial assessments and lessons learnt should be mentioned)

List of documents to be submitted:-

- a) Registration (Articles/ Memorandum of Association for Section 8 Company and Society, Deed for Trust)
- b) 12AA, 80G and 35 A (C). FCRA if available or acknowledgement of application
- c) PAN
- d) IT returns acknowledgement, if organisation is more than 3 year old
- e) 3 year audited statement of accounts if the organisation is over 3 years old
- f) Impact assessment reports of past period or of other similar projects
- g) Scanned copies of above said documents will be accepted.

Disclaimer: Submission of concept does not mean acceptance of proposal.