**B. 3. GRANT CONCEPT PAPER FORM**

1. **General information**
2. Organization name:
3. Date organization was founded and registration status:
4. Contact information:

|  |
| --- |
| Key contact person(s) and title:  |
| Office address:  | Office phone:  |
| Mobile:  | Fax: |
| Email: | Website:  |
|  |  |

1. Anticipated duration of activity from start to finish. Overall length (total number of months):
2. Title of the proposed project:
3. Briefly describe the organization, its purpose, and past related experience (no more than 1 page):
4. List contact information for three (3) references from previous donors or organizations that your organization has collaborated with in the last two years:

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Agency or Organization | Title of Project, Location | Start & End Dates of Collaboration | Contact Person |
|  |  |  | Name & Position: |
| Email:  |
| Tel:  |
|  |  |  | Name & Position: |
| Email:  |
| Tel:  |
|  |  |  | Name & Position: |
| Email:  |
| Tel:  |

1. **Technical Approach (no more than 5 pages)**
2. Problem Statement: What is the issue or problem that the project will address? Why is it critical to address this issue? (no more than 1 page)
3. Project aim and Objective(s) (no more than 1 paragraph):
4. Main tasks and activities of the project. Please describe tasks and activities as well as expected results of each.

|  |  |
| --- | --- |
| Task/Activities description  | Expected results |
| Task 1:  |  |
| Task 2:  |  |
| Task 3: |  |
| Etc.  |  |
|  |  |
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1. Identify beneficiaries, disaggregated by gender if possible, number, how the grant activities will reach the intended beneficiaries, and how they will benefit from the project (no more than 0.5 pages):
2. **Costs**
3. Approximate cost of this activity:

|  |  |
| --- | --- |
| Cost Categories | Total in (UAH) |
| Personnel: Salaries, Wages, and Fringe Benefits |  |
| Travel and Transportation |  |
| Equipment and Materials |  |
| General/Operational costs |  |
| Activity costs |  |
| *Total*  |  |