**PROPOSAL / CONCEPT NOTE TEMPLATE**

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| --- |
| **TITLE** |
|  |
| **BACKGROUND** |
|  |
| **PROBLEM ANALYSIS** |
|  |
| **PROJECT DESCRIPTION** |
| GOAL / IMPACT |
|  |
| OUTCOME |
|  |
| OUTPUTS & ACTIVITIES |
|  |
| **M&E** |
| OVERVIEW |
|  |
| WHO / WHEN / HOW OFTEN? |
|  |
| COMMUNICATING THE RESULTS |
|  |
| **MANAGEMENT** |
| MANAGEMENT STRUCTURE |
|  |
| PEOPLE / ROLES |
|  |
| LINES OF COMMUNICATION |
|  |
| **BUDGET** |
| TOTAL |
|  |
| BY OUTPUT |
|  |
| COSTS |
|  |
| FUNDING |
|  |
| **ORGANISATION BACKGROUND** |
| PURPOSE |
|  |
| STRUCTURE |
|  |
| EXPERIENCE |
|  |