

CONCEPT PAPER FORMAT
(maximum of 3 pages)

Page 1:

PROPONENT DETAILS

Name of Proponent Organization:

Contact Person/ Position:

Contact Details

Address:

Phone/Fax No.:

E-mail:

Affiliation(s) with any coalition or network (if any):

Name of Partner LGU (if any):

Contact Person/ Position:

Contact Details

Address:

Phone/Fax No.:

E-mail:

Name(s) of Other Partner Organization(s)/Institution(s) (if any):

Contact Person(s):

Contact Details:

Address:

Phone/Fax No.

E-mail:

PROJECT TITLE:

PROJECT CATEGORY:

PROJECT IMPLEMENTATION SITE(S) *(Please specify province and municipality):*

PROJECT DURATION:

BREAKDOWN OF INDICATIVE BUDGET BY MAJOR EXPENSE CATEGORY:

	Total Project Cost	Funding Request	Counterpart Contribution (Proponent Organization)	Counterpart Contribution (LGU/ Other Partner Organizations)
Direct Cost				
Project Management Cost				
Capital Outlay (infrastructure, equipment) *				
TOTAL				

PROJECT QUESTIONS

1) Area Context/ Situation Assessment

- a) Please describe the local area/s in which the project will be implemented:
- Demographic profile
 - Socio-economic profile (including poverty incidence and poverty groups)
 - Class of the municipality/ province
 - Political situation
 - Other data relevant to the proposed project.
- b) Please describe the situation/ problem that the project seeks to address:
- What particular development concern does the project seek to address?
 - As relevant to this development concern, what is the situation in terms of participation of the citizenry in decision-making processes (i.e. planning, implementation of programs, monitoring of results), transparency and accountability in governance, collaboration among various sectors, and appropriateness and responsiveness of programs to the needs of the community?
 - How does this affect local development and the quality of life of the community?

2) Objectives (Development Results) of the Proposed Project

- c) What are the objectives of the project? How will the project improve health or education, and how will such improvement eventually benefit the community?
- d) Who will benefit (target sectors), directly or indirectly, from the project? In what way will they benefit?

3) Summary of Project Concept

- a) What specific concerns will the project focus on?
- b) What major interventions will be initiated to address these concerns?
- c) What form of multi-stakeholder partnerships will be built, strengthened or utilized? How will this be done? How will these partnerships facilitate project implementation and attainment of objectives?
- d) Briefly describe the overall project scheme.
- e) What are the key outputs expected after six months, and after one year? What are the major activities that will be undertaken?

4) Innovation *(Note: A project/ intervention is considered innovative if it is non-traditional, non-conventional, or not yet widely applied. Existing initiatives can be considered innovative if they exhibit new elements in project design, e.g. a) adaptation to a new geographic area, integrating improvements in design, b) new or enhanced delivery method, support process, or institutional arrangements, or c) expansion/ adaptation of existing systems/ mechanisms to cover new phases in the development planning cycle, new target groups, or additional development concerns.)*

- a) What are the innovations introduced by the proposed project?
- b) How is your idea different from existing approaches that are addressing the situation/ problem?

5) Partnership-Building

- a) Describe the participation of other government agencies, organizations, stakeholder groups and the target sector/s.
 - How did the other partner organizations/ stakeholder groups/ the target sectors participate in project conceptualization?
 - What will be their roles in project implementation?
 - Will they be providing a counterpart contribution? Please describe such contribution.
- b) How will this project build or strengthen partnerships for health or education?

6) Sustainability, Scalability and Replicability

- a) How will the project activities (e.g. activities of long term nature) or the outcome of your project (e.g. a reform that is demonstrated and then integrated into local government regular practice) be sustained even after the grant funding ends?
- b) How can the project be scaled up after the project period, and/ or replicated in areas with similar conditions?