**GLOBAL POVERTY ACTION FUND (GPAF)**

**COMMUNITY PARTNERSHIP WINDOW**

**CONCEPT NOTE FORM (Round 3)**

This concept note form is designed to allow you to provide the information that DFID needs to assess how well your proposed project fits the GPAF Community Partnership window criteria. Your concept note should provide an outline of the proposed project.

It is very important that you read [GPAF Guidance Note (Community Partnership Window)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203284/GPAF-CP2-Guidelines-28May.pdf) before you start working on your concept note to ensure you understand and take into account the criteria of the GPAF and the Community Partnership window.

***Please note the specific focus of this Community Partnership round on 'Jobs and Livelihoods'. Only projects that are focused primarily on increasing household income and/or household financial/consumption resilience will be considered for funding under this round.***

**IMPORTANT INFORMATION ON COMPLETING THE CONCEPT NOTE FORM**

* This concept note form has been produced specifically for the GPAF Community Partnership (Round 3).
* The concept note form must be completed using Arial font size 12.
* Each concept note form must be saved as a separate file in Word format (\*.doc).
* Section 3 of the concept note form must not exceed a total of 4 (four) A4 pages
* **Please do not alter the formatting of the form and guidance notes**.

***Concept notes which do not conform to the above criteria will not be considered.***

**SUBMITTING YOUR CONCEPT NOTE**

You must send your completed concept note form by email to [GPAFCommunity@tripleline.com](mailto:GPAFcommunity@tripleline.com) by ***23:59 GMT on Monday 27th January 2014.***

We do not accept hard copies.

Concept notes received after the deadline will not be considered.

***You may submit up to three (3) concept notes in each funding round (but please note that there will be a limit of only two full proposals per applicant organisation).***

***Each concept note must be submitted with a separate e-mail.***

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| **CONCEPT NOTE DOCUMENTATION CHECKLIST** | |
| Please check boxes for each of the documents you are submitting with this form.All documents must be submitted **by e-mail to: gpafcommunity@tripleline.com.** If you are submitting documents for the same application across more than one email, the emails should be clearly marked e.g. as '1 of 3', '2 of 3' and so on. | |
| **Mandatory Items** | **Check**  **Y/N** |
| **Concept Note form** |  |
| **Organisation constitution / Governance documents** |  |
| **Please provide comments on the documentation provided (if relevant) in the space below:** | |
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| **GLOBAL POVERTY ACTION FUND (GPAF): COMMUNITY PARTNERSHIP WINDOW ROUND 3**  **CONCEPT NOTE FORM** | | | | | | | | | |
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| **SECTION 1: INFORMATION ABOUT THE ORGANISATION APPLYING FOR FUNDS** | | | | | | | | | |
| **1.1** | | **Organisation name** | | |  | | | | |
| **1.2** | | **Organisation country of residence** (*To be eligible this must be the UK)* | | |  | | | | |
| **1.3** | | **Registration or charity number** (*If applicable)* | | |  | | | | |
| **1.4** | | **Office address** | | |  | | | | |
| **1.5** | | **Website address** | | |  | | | | |
| **1.6** | | **Main contact person** | | | Name:  Position:  Email:  Tel: | | | | |
| **1.7** | | **Which year was the organisation established?** | | |  | | | | |
| **1.8** | | **Is your organisation a governmental organisation or non-governmental organisation? *(please note that governmental organisations are not eligible for GPAF support)*** | | |  | | Non-Governmental Organisation (NGO) | | |
|  | | National government | | |
|  | | Local government | | |
| **1.9** | | **Which of the following best describes your Non-Governmental Organisation (NGO)?**  *- This will help us to monitor the diversity of applicant organisations.*    *Please select a maximum of* ***two*** *categories by marking with ‘X’)* | | | | | | | |
| Communication / Media Development Organisation | | | |  | | Microfinance Organisation | | |  |
| Community Interest Company (CIC) | | | |  | | Non-registered Charity / Trust | | |  |
| Community Based Organisation (CBO) | | | |  | | Organisation for Socially Excluded Groups | | |  |
| Diaspora Group | | | |  | | Organisations Working with Disabled People | | |  |
| Disabled Peoples’ Organisation (DPO) | | | |  | | Registered Charity / Trust | | |  |
| Ethnic Minority Group / Organisation | | | |  | | Social Enterprise | | |  |
| Fair-trade Organisation | | | |  | | Trade Union | | |  |
| Faith-based Organisation (FBO) | | | |  | | Umbrella Organisation / Network | | |  |
| Formal Consortium | | | |  | | Women’s Organisation / Organisation working with Women | | |  |
| Grant Making foundation | | | |  | | Youth Organisation / Organisation working with Youth & Young People | | |  |
| Locally Registered Civil Society Organisation (CSO) | | | |  | | Other (please specify in box to right) | |  | |
| **1.10** | | **What was your organisation's income in each of the last 3 years?** *(In GB pounds. This figure should be taken from your audited or approved accounts where available).*  **Please also provide the average income for this period.**  *(To be eligible average annual income must be less than £1,000,000)* | | | | | | | |
| **From** *(dd/mm/yyyy)* | | | **To** *(dd/mm/yyyy*) | | **Annual Income** | | | | |
|  | | |  | | £ | | | | |
|  | | |  | | £ | | | | |
|  | | |  | | £ | | | | |
| **Average Income for the 3 year period** | | | | | £ | | | | |
| **1.11** | **If you are applying as a Consortium, please list the member organisations** *(all must meet the GPAF Community Partnership applicant eligibility criteria)* | | | |  | | | | |
| **1.12** | **Local Partner(s):** *List all anticipated implementation partners that will have a role in the project, including local offices of the UK-based applicant* | | | |  | | | | |

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| **SECTION 2: BASIC INFORMATION ABOUT THE PROPOSED PROJECT** | | | |
| **2.1** | **Project title** *(must be in the form of one concise sentence which includes 3 pieces of information:*  *i) what change the project will make*  *ii) number of direct beneficiaries*  *iii) the country(ies) in which the project will take place e.g.:*  *'Increasing household incomes for 20,000 people living below the poverty line in five rural communities of Pakistan'*  *The title should not exceed 200 characters including spaces.* | |  |
| **2.2** | **Where will the project be implemented?**  *(List the country(ies). Please check that all named countries are eligible for GPAF Community Partnership funding)* | |  |
| **2.3** | **Locality(ies)/Region(s) within country(ies)** | |  |
| **2.4** | **Estimated project duration**  *(Maximum 36 months)* | | months |
| **2.5** | **What is the likely total cost of the project?** *(In GBP sterling)* | | £ |
| **2.6** | **Total funding to be requested from DFID for this project**  *(In GBP/Sterling - Maximum: £250,000)* | | £ |
| **2.7** | **ACRONYMS** *(Please list all acronyms used in your application, spelling out each one in full. You may add more rows to the table if necessary)* | | |
| **Acronym** | | **Explanation** | |
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Please note that Section 3 commences on the following page.

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| **SECTION 3: FURTHER INFORMATION ABOUT THE PROPOSED PROJECT**  ***(Maximum 4 pages for the whole of Section 3)*** | | | |
| **3.1** | **Which** of the Millennium Development Goals will your project aim to address?  *Please identify up to three MDGs in order of priority. Insert '1' for primary MDG focus area; '2' for secondary MDG focus area and; '3' for tertiary MDG focus area*.  ***N.B. For this round (3) the primary MDG must be MDG 1*** | 1. Eradicate extreme poverty and hunger | **1** |
| 2. Achieve universal primary education |  |
| 3. Promote gender equality and empower women |  |
| 4. Reduce child mortality |  |
| 5. Improve maternal health |  |
| 6. Combat HIV/AIDS, malaria and other diseases |  |
| 7. Ensure environmental sustainability |  |
| 8. Develop a global partnership for development |  |
| **3.2** | **Why** is this project needed at this time in this location? How and why have the communities and beneficiaries been selected? What are the factors of poverty affecting their lives? How will the project address the MDG(s) identified in 3.1? Refer to any evidence that shows the relevant MDG(s) is/are "off-track". | | |
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| **3.3** | **What** specific change is this initiative intended to achieve? What is the anticipated impact of the project on the lives of the beneficiary communities? What results will be delivered at the community level? Approximately how many people will benefit directly (from each of the target groups)? What is the anticipated magnitude of the change e.g. % increase in income or improvement in household food security? | | |
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| **3.4** | **What** is the methodology and approach to be used by the project to achieve the changes described? How will the project work at the community level? Describe briefly the main activities. | | |
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| **3.5** | **Who** will be carrying out the project activities? Which organizations / stakeholders will undertake which work? Why are these organisations considered to be the most appropriate to implement this project? Who has been involved to date in the project design? | | | |
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| **3.6** | **Why** do you consider the proposed project to offer good **value for money** in terms of the anticipated results and impact on poverty at the community level compared to the overall cost of the intervention? | | |
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| **3.7** | **How** will the proposed project impact positively on the situation of **women and girls** and other relevant **diverse** groups (e.g. disabled, minorities) who are particularly excluded in the local project context? | | |
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