**Sample concept note format for embassy funded projects**

**Netherlands Embassy, Colombo**

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| **Project name**  |
| **Organization name and address**  | **NGO Registration number**  |  |
| **The year organization was established**  |  |
| **Brief overview of the organization**  | *(Provide the organization’s aim and objectives, general thematic priorities, geographical areas of working, results achieved through key projects implemented in the past and partners you worked with)*  |
| **Contact person: name, designation & contact details**  | *(This person will be the contact person that the Embassy will liaise with for all future correspondence)*  |
| **Aim/s and Objective/s of the project** |  |
| **Key human rights priority/ies focus of the project**  | *(Please refer to call for applications to see what the human rights priorities of the government of the Kingdom of the Netherlands are focused under the project)*  |
| **Brief overview of the project**  | *(Explain why you want to implement this project and the reasons for the selected location(s) and target group(s); what kind of impact does the project aim to achieve)*  |
| **Key activities of the projects** | *(List key activities in bullet points)* |
| **Key outcome and outputs** | *(List in bullet points)* |
| **Project duration**  |  |
| **Location/s** |  |
| **Target Group** |  |
| **Total Budget**  | *( Euro)* | *Embassy contribution*  | *( Euro)* |
| *Organization contribution* | *( Euro)* |
| **Explain briefly the risks identified and proposed mitigation plan**  |  |
| **Previous projects supported by Dutch funding** | *Yes* |  | *If yes, please provide the details of the project and year of support* |  |
| *No* |  |
| **Key local and international partners your organisation is currently working with**  |  |
| **Cross cutting themes of the project**  |  |
| **Other comments to add**  |  |