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

**Netherlands Embassy, Colombo**

1. **Project name:**
2. **Organization name, postal address, email & contact number/s:**

1. **NGO Registration number: 4) Established date:**

**5) Contact person: (name, designation & contact details)** *(This person will be the*

*contact person that the Embassy will liaise with for all future correspondence)*

**6) 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 recent past)*

**7) Brief overview of the project:** (*Aims and objectives of the project and expected*

*Results. 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)*

**8) 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)*

**9)****Key activities of the projects:** *(List key activities in bullet points)*

**10) Key outcome and outputs** *(List in bullet points)*

**11) Project duration: 12) Location/s:**

**13) Target Group:** *(Number of direct and indirect beneficiaries)*

**14) Total Budget:** (Indicate e*mbassy contribution & organization’s contribution separately )*

**15) Explain briefly the risks identified and proposed mitigation plan:**

**16) Previous projects supported by Dutch funding: Yes/No** *(If yes, please provide the details of the project, year of support and donor agency)*

**17) Key local and international partners your organisation is currently working with**

**18) Institutional policies/guidelines in place to ensure proper implementation of**

**donor funded projects:** *(List names)*

**19) Cross cutting themes of the project:**

**20) Other comments to add**