**MATRA PROGRAMME**

**CALL FOR CONCEPT NOTES**

1. **ORGANISATIONAL INFORMATION**

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| **1.1 Organisation’s name** |  |
| **1.2 Year of registration** |  |
| **1.3 Address** |  |
| **1.4 Telephone** |  |
| **1.5 Project leader’s name, title** |  |
| **1.6 E-mail** (please add ONE address to contact you about this concept note) |  |
| **1.7 Organisation’s background***Provide a brief description of your organisation’s main goals and activities.**Maximum 50 words.* |  |
| **1.8 Expertise** *Please provide the information on three biggest projects you have implemented during last five years.**Maximum 60 words.* |  |
| **1.9 Dutch funding***Please indicate whether your organisation has been previously funded by the Embassy. Indicate year, topic, amount. Maximum 50 words.* |  |
| **1.10 Other funding***Please name three main donors who are funding or have been funding your organisation’s projects. Indicate year, topic, amount.**Maximum 60 words.*  |  |

1. **PROJECT DETAILS**

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| **2.1 Project title** *Maximum 15 words.*  |  |
| **2.2 Focus area***Please indicate which of the MATRA priority areas this project focuses on. Choose from the topics mentioned in the MATRA Call for Concept Notes.*  |  |
| **2.3 Project description (executive summary)***Describe your project.**Maximum 100 words.* |  |
| **2.4 Issues to be solved***Why is the project needed? What are the problems to be resolved by this project?* *Maximum 100 words.* |  |
| **2.5 Target groups, beneficiaries and partners involved***Who are the target groups, final beneficiaries and partners?* *Maximum 50 words.* |  |
| **2.6 Regional distribution over the country***Please indicate in which region(s) the project will be implemented.* *Maximum 30 words.* |  |
| **2.7 Project’s implementation period** |  |
| **2.8 Project’s activities***What are the main project activities?* *Please summarise in bullets. Maximum 200 words.* |  |
| **2.9 Expected results***Please summarise what project results are expected. The results should be specific, measurable and achievable.* *Maximum 100 words.* |  |
| **2.10 Impact***Please describe what societal impact is expected within the project and possible ways to measure such an impact.**Maximum 100 words.* |  |
| **2.11 Risks and countermeasures***Please describe possible project risks and measures to counteract them.**Maximum 100 words.* |  |
| **2.12 Sustainability** *How will the project achieve sustainability after its completion?* *Will there be a multiplier effect? Maximum 100 words.* |  |

1. **BUDGET (in EUR)**

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| **3.1 Total project’s budget** |  |
| **3.2 Requested MATRA Programme contribution** |  |
| **3.3 Own contribution to the project** *Please identify the organisation’s financial and in-kind resources allocated to the project (at least 15% of the total budget).* |  |
| **3.4 Other donors’ contribution to the project** *(only if already secured)* |  |
| **3.5 Three largest expenses expected**  | 1.2.3. |