Annex A: Guidance Notes on Concept Note

1) CCCA Trust Fund requires applicants to first submit a Concept Note as an outline proposal. The objective is to allow applicants to submit a short outline for preliminary review without investing in preparing a long project proposal.

2) It is important that the concept note clearly demonstrates the **relevance** of the project to the focus of the specific Call for Proposal and that the project concept is developed in close collaborations with partners.

3) Where multiple organizations are involved in the project implementation, it is important to clearly demonstrate the **management arrangements**, so that reviewers have a clear understanding of responsibilities of each organization and arrangements to be established among them.

4) Applicants and their partners need to be aware that the acceptance of a concept note and an invitation to prepare a more detailed proposal by the CCCA Trust Fund does not constitute a guarantee that their proposals will be funded.

5) The concept note should be as **concise** as possible and **should not exceed 7 pages** (excluding attachments). Concept notes must be prepared using the prescribed format presented in this annex.

6) Concept note should be prepared using the **Calibri font, font size 12.**

7) Concept note should be submitted under a **cover letter** signed by the representative of the applicant and must be accompanied by all required **supporting documents**. Applicant can use the checklist provided at the end of this annex to check that they have prepared all the required documentation.

Concept Note template

I.   General Information

Date of Submission	
Grant Window # (see Call for Proposals)	
Proposal # (to be filled out by CCCA Trust Fund Secretariat)	

II.   Applicant Information

Name (full and acronym)	
Address	
Contact person (name and position)	
Email	
Website	
Telephone #	

III.   Project Information

Project Title	
Status	New project or existing project
Project location(s)	
Level of proposed intervention	e.g. National, sub-national, community …
Partners	
Proposed project duration	
Total Project budget (in US$)	
Amount requested to CCCA Trust Fund	
Co-financing (in cash or in-kind)	

IV.   Project Description

Note) For this section, it is not mandatory to provide fully elaborated paragraphs (this will be required in the full Project Proposal). It is however important that key ideas and information are provided. Applicants may use bullet points to present their ideas under each heading.

1. Problem Statement (max 1 page)

Briefly describe the problems, needs or opportunities to be addressed. What has been done already to address them and justify why the project is necessary and high priority.

2. Overall Objective (few lines)

State the overall objective of this project

3. Beneficiaries (few lines)

Describe the target direct and indirect beneficiaries including numbers and locations

4. Key activities (few lines)

List the key activities that will be implemented in this project

5. Expected outputs (few lines)

List the outputs that would be expected from implementing the above key activities

6. Impacts (few lines)

Briefly state what impacts the project aims to attain

7. Risks (max ½ page)

List possible difficulties and problems that may be encountered in implementing this project and propose ways to address/mitigate them

8. Monitoring & Evaluation (max ½ page)

Briefly describe how the project plans to monitor progress and evaluate results

9. Management Arrangements (max ½ page)

Briefly describe how the project will be managed – what management structures will be established.

Describe the roles and responsibilities of the applicant and its partners. What kind of legal arrangements for partnership and financial disbursement is being envisaged between the applicant and the partners?

Applicant may want to include a simple diagram showing the proposed management arrangements (optional).

10. Coordination/Synergy-building   (max. ½ page)

How does the project intend to coordinate or collaborate with other existing initiatives in the similar thematic or geographical area, in order to avoid duplication and promote synergies?

11. Approach (max ½ page)

Briefly describe the innovative aspects of the proposed project. Explain whether this is piloting a new approach or replication/up-scaling of a proven approach. What lessons learned from past projects or best practices in other locations/countries are being reflected in the project design?

12. Sustainability (max. ½ page)

Briefly explain what would be the strategy for sustaining the impacts of this project beyond its life and key milestones for achieving sustainability.

V.   Budget Summary

Provide a budget summary using the table provided below. Indicate the co-financing from the applicant or partners under "Other funds" column. Budget amounts should be expressed in US$.

Note 1) Budget categories are <u>examples only</u>. Applicants can use different budget category based on their accounting systems.

Note 2) Indirect costs are not eligible and therefore cannot be included in the project budget.

Budget category	Requested from CCCA	Other funds	Total
Personnel			
Travel			
Contractual Services			
Workshops, meetings			
Equipment			
Outreach			
Audit			
Miscellaneous			
Total			

VI.   List of Attachments

Please fill out all the relevant attachments and submit together with the concept note.

Attachment 1: Project Workplan (mandatory)

Attachment 2: Eligibility Profile of the Applicant (mandatory)

Attachment 3: Partners information (mandatory only if the applicant plans to work with other organizations)

Attachment 4: A copy of registration with the Cambodian authorities (mandatory for CSOs only)

Attachment 1: Workplan

Output	Activities (List key activities including M& E activities)	Responsible Parties	Timeframe (each column should represent one quarter)					
			Q1	Q2	Q3	Q4	Q5	Q6
				X	X	X		
			X	X				

Attachment 2: Eligibility Profile of the Applicant

A. Type of Organization (Choose from the list)

Government institutions (state which ministry/agency)
Civil Society Organisation
Academic/Research Institution
UN Agency

B. Areas of expertise

C. Year of establishment, name of the current representative, number of staff, number and locations of offices

D. Affiliations (in case of non-governmental organizations)

E. Vision and Mission Statements

F. **Climate Change strategy**
Does your organisation have a strategy for climate change? If yes, please provide a summary.

G. Organizational structure (provide an organizational chart)

H. Climate Change Focal point

In case of Government institutions, provide name(s) and title(s) of the staff appointed as Climate Change Focal point, or as member/s of the institution's climate change unit or working group.

I. Experience

1) Projects related to Climate Change

List <u>all </u>the Climate Change related projects implemented during the last 5 years including those that have been completed/terminated during this period and provide the following information for each.

Project Name:
Budget (US$):
Donors:
Location(s):
Duration:
Objective:
Status (ongoing or completed):

2) Other non-Climate Change projects

Same as 1)

Attachment 3: Partners information

Please provide the below information for every partner that will be involved in this project.

Name of Organisation	
Address	
Website	
Expertise	
Name of Contact Person	
Title	
Telephone	
Email	
Contributions to the project*	
Expected role in this project**	

*Please indicate contributions made by the implementing partner to this project (in cash or in kind)

** Please indicate the role that this partner will play in this project.

CHECKLIST FOR SUBMISSION

Applicant can use the list below to check if the documentation is complete before making the submission to CCCA Trust Fund Secretariat. There is no need to include the checklist in the submission.

☐　Did you consult your partners when preparing the Concept Note? Did all your partners agree to the content of the Concept Note?

☐　Does your project fully address the priorities identified in the Call for Proposals?

☐　Does your organization as the applicant fully meet the eligibility criteria specified in the Grants Application Guidelines?

☐　Have you completed all the sections of the Concept Note using the format provided?

☐　Did you use the correct font and size?

☐　Did your respect the guidance on length of each section and for the whole Concept Note (max 7 pages)?

☐　Is the total amount requested to CCCA Trust Fund within the maximum eligible amount (US$150,000 for CSOs and US$300,000 for others)?

☐　Did your organization and your partners fully understand that no indirect costs can be charged to CCCA?

☐　Did you prepare all the required attachments?

☐　Did you prepare a cover letter signed by your representative?

☐　Did you copy all the documents you are submitting in a CD-ROM or UBS stick?