KAICIID Grant Concept Note

Project Title

|  |  |
| --- | --- |
| Applying organisation |  |
| Status of the applicant  | *Religious or inter-religious institution, civil society organization, community-based organization, religious leader, community leader, etc.* |
| Registration Number |  |
| Project Title |  |
| Project duration |  |
| Location(s) |  |
| Beneficiary group(s) |  |
| Outcome |  |
| Key outputs |  |
|  |
|  |
| Indicative budget |  |
| Implementing partners  |  |
| Contact persons |  |
| Contact Details |  |
| Supporting documents |  |
| Related UN Sustainable Development Goal |  |

**I. Problem Statement and justification:**

* *Short description of the project*
* *General background*
* *Main problems and challenges (to which the proposed project is expected to respond).*

**II. Objective and Relevance:**

*2.1 Objectives: List (bullet points) of objectives to be achieved through the project.*

* *Objective 1*
* *Objective 2*
* *Objective 3*

*2.2. Rationale/Justification: How relevant is the proposal to the needs and constraints of the target country or region? How relevant is it vis-a-vis of the current strategy and mandate of KAICIID? What would be its added value?*

**III. Theory of Change and Approach/Methodoogy:**

* *Explain the theory of change, i.e. how the project will respond to the challenges and change the previous situation?*
* *Describe the proposed approach and methodology to implement the project (how the project will be implemented). Who will be the main implementing partners? Specify roles and responsibilities of the key partner(s).*
* *Describe the target population and areas and how they will be selected (if applicable), the location, etc.*

**IV. Expected results and activities:**

**Outcome:**

**Output 1.** Summary

Narrative

* Activity 1.1.
* Activity 1.2.
* Activity 1.3. etc.

**Output 2.** Summary:

Narrative

* Activity 2.1.
* Activity 2.2.
* Activity 2.3. etc.

**V. Implementation:**

*Narrative*

* *How the project will be implemented; is it a collaboration between several partners?*
* *Is there is a cost-sharing or an existing partnership framework or agreement? What is the division of labour and responsibilities of each partner (if relevant)**?*
* *The management mechanisms should be explained. Please mention if there is a steering committee and provide more details regarding its composition and functioning (TOR) in a separate annex.*

**VI. Sustainability**

*Narrative: How will the project achieve sustainability? Will it have multiplier effects? Is the project replicable/scalable? etc.*

**VI. Risk Assessment**

* *Describe any potential risk that might happen in relation with the implementation of the activity. Risks might be political, related to security, management, etc. (Not mention more than two or three main risks).*
* *Describe briefly the proposed mitigation measures.*

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| --- | --- | --- |
| **Risk** | **Level of Risk** | **Mitigation measures** |
| **Political sensitivity of project impedes implementation**: |  |  |
| **Relationships with implementing partners**:  |  |  |
| **Security and safety of project staff and implementing partners:**  |  |  |
| **Gender inclusiveness:**  |  |  |
|  |  |  |

**VII. Monitoring & Evaluation**

*Narrative*

At the impact-level, key indicators to evaluate the project are:

|  |  |  |
| --- | --- | --- |
| **#** | **Output** | **Indicator(s)** |
| Output 1.  |  |  |
| Output 2.  |  |  |
| Output 3.  |  |  |

**VIII. Budget and funding**

* *Brief explanation of budget (Detailed Budget to be attached as Annex in Excel format)*
* *What kind of expertise is required for the intervention? What are key implications?*
* *What level of financial resources are necessary to achieve the proposed outcome?*
* *Any cost-sharing or in kind contribution should be mentioned.*

**VIII. Schedule and Worplan**

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| --- |
| **WORKPLAN** |
| **Activitiy**  | **Start Date** | **End Date** | **Location (City, State)** | **# of beneficaries (to be reached)** | **Desired Results** |
|  1.1 |   |   |   |   |   |
|  1.2 |   |   |   |   |   |
|  1.3 |   |   |   |   |   |
|  etc |   |   |   |   |   |
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*The length of the proposal should (ideally) be between 5 to 10 pages.*