#### Concept Note: LEAD Programme

*The concept note is the first step to the LEAD Programme application process. Applicants whose concept notes have been chosen for further assessment will be advised and will need to prepare a detailed project proposal for further evaluation.*

**Insert Title of Proposed Project**

*Insert date of proposal*

1. **Implementing entity and key partners**

Insert name and short history of the organisation submitting the concept note, including a short description of the organisation's legal status and financial and operational capacity. If applicable, also provide a brief description of key partners.

**Add maximum one page describing the national or local context in which the project will take place**

1. **Background**

Provide a short general overview of the proposed project, including operational timeframe (start end end dates). Between 1/2 page to 1 page.

1. **Project summary**
   1. **Overall objective**

Provide the overall general objective of the proposed project (maximum 1).

* 1. **Expected outcomes**

Provide the overall expected outcomes of the proposed project, aligning this with your main activities and the overall outcomes of the LEAD programme.

* 1. **Main activities**

List the main activities of the proposed project. Please clearly indicate the expected outcome(s) to which each activity relates to.

* 1. **Key target beneficiary population**

Provide a detailed description of the key target beneficiary group, including key characteristics/demographics.

* 1. **Summary budget**

Provide a brief overview of the proposed budget for this project (should be in local currency). Applicants chosen for further assessment will be required to submit a detailed budget.

Insert timeframe of budget

* 1. **Contact information**

*Please provide the details (as applicable) below.*

Name of organisation:

Mailing address:

Physical address (if different from mailing address):

Website (if applicable):

Primary contact person:

Title:

Email:

Telephone number:

Fax number (if applicable):

Other contact person:

Title:

Email:

Telephone number:

Fax number (if applicable):