**GLOBAL POVERTY ACTION FUND (GPAF): IMPACT WINDOW**

**CONCEPT NOTE FORM (Round 4)**

This concept note form is designed to allow you to provide the information that DFID needs to assess how well your proposed project fits the GPAF Impact window criteria. Your concept note should set out the underlying idea of the proposal and what your project would deliver.

It is very important you read GPAF Impact Guidance Notes before you start working on your concept note to ensure you understand and take into account the GPAF Impact funding criteria.

***Please note the specific focus of this GPAF Impact round on 'Jobs and Livelihoods'. Only projects that are focused primarily on increasing household income and/or household financial/consumption resilience will be considered for funding under this round.***

Applicants must also complete the **first two columns** of both the **logframe and activity log tabs** of a DFID logframe template. For guidance on logical frameworks please refer to the [GPAF Logframe Guidance and How To Note](http://www.dfid.gov.uk/Documents/funding/gpaf/Logframe-how-to-note2011.pdf).

**IMPORTANT INFORMATION ON COMPLETING THE CONCEPT NOTE FORM**

* The concept note form must be completed using Arial font size 12.
* Each concept note form must be saved as a separate file in Word format (\*.doc).
* Section 3 of the concept note form must not exceed a total of 4 (four) A4 pages.
* Please do not alter the formatting of the form and guidance notes. Concept notes that exceed the page limits or that have amended formatting will not be considered.
* Before proceeding to complete the concept note form we recommend that you check the Eligibility and Validity of your application using the checklist on the next page.

***Concept notes which do not conform to the above criteria will not be considered.***

**SUBMITTING YOUR CONCEPT NOTE**

Before submitting your concept note documentation please complete the concept note documentation checklist.

You must send your completed concept note form and additional documents as specified above by email to [GPAFimpact@tripleline.com](mailto:GPAFimpact@tripleline.com) by **23:59 (GMT) on 20th January 2014**. If you are submitting documents for the same application across more than one email, the emails should be clearly marked e.g. as '1 of 3', '2 of 3' and so on.

We do not accept hard copies.

Concept notes received after the deadline will not be considered.

***You may submit up to three (3) concept notes in each funding round. Each concept note must be submitted in a separate e-mail.***

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| **ELIGIBILITY & VALIDITY CHECKLIST FOR ALL GPAF IMPACT APPLICANT ORGANISATIONS** | |
| Please fill out the boxes for each of the criteria below to make sure that your organisation meets the eligibility and validity criteria set out in the table below. | |
| **Eligibility & Validity Criteria** | **Yes / No / N/A** |
| Have you thoroughly read and understood the guidance document? |  |
| Have you verified that the country in which your organisation is based is eligible according to the list of eligible Applicant Countries as specified in section 9.8 of the guidance document? |  |
| Have you verified that your organisation is a not-for-profit organisation as specified in section 6.3 of the guidance document? |  |
| Have you checked that your organisation is of an allowable type as specified in section 6.7 of the guidance document? |  |
| Have you verified that your organisation does not take part in any of the activities specified in section 6.8 of the guidance document? |  |
| Have you verified that your application is not for a project the length of which exceeds 36 months? |  |
| If you are applying as a Consortium, have you verified that the consortium complies with all parts of section 8 of the guidance document? |  |
| Are you providing a minimum of 25% match funding as part of your total project budget and that no part of your match funding is an in kind contribution as specified in section 9.3 - 9.5 of the guidance document? |  |
| Does your application meet the requirements of the 40% rule as specified in section 9.6 of the guidance document? |  |
| Have you verified that your chosen project country or countries is/are eligible for GPAF funding according to the list of eligible GPAF Project Countries as specified in section 9.8 of the guidance document? |  |
| Have you verified that your application does not include items that cannot be funded as specified in section 9.11 of the guidance document? |  |
| Have you verified that the length of your concept note falls within the allowable page and formatting limits as specified on the cover page of this document? |  |
| Have you supplied all the documentation as set out in the checklist of concept note documentation on the next page of this document? |  |

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| **CONCEPT NOTE DOCUMENTATION CHECKLIST** | |
| Please check boxes for each of the documents you are submitting with this form.All documents must be submitted **by e-mail to: gpafimpact@tripleline.com.** If you are submitting documents for the same application across more than one email, the emails should be clearly marked e.g. as '1 of 3', '2 of 3' and so on. | |
| **Mandatory Items** | **Check**  **Y/N** |
| **Concept Note form** |  |
| **Logframe and Activity Log** (with first 2 columns of both completed) |  |
| **Organisation constitution / Governance document** |  |
| **Please provide comments on the documentation provided (if relevant) in the space below:** | |
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| **GLOBAL POVERTY ACTION FUND (GPAF): IMPACT WINDOW ROUND 4**  **CONCEPT NOTE FORM** | | | |
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| **SECTION 1: INFORMATION ABOUT THE ORGANISATION APPLYING FOR FUNDS** | | | |
| **1.1** | **Organisation name** |  | |
| **1.2** | **Organisation country of residence** (*To be eligible this must be the UK or a country on the list of eligible applicant countries)* |  | |
| **1.3** | **Registration or charity number** (*If applicable)* |  | |
| **1.4** | **Office address** |  | |
| **1.5** | **Website address** |  | |
| **1.6** | **Main contact person details** | Name:  Position:  Email:  Tel: | |
| **1.7** | **Which year was the organisation established?** |  | |
| **1.8** | **Is your organisation a governmental organisation or non-governmental organisation? *(please note that governmental organisations are not eligible for GPAF support)*** |  | Non-Governmental Organisation (NGO) |
|  | National government |
|  | Local government |
| **1.9** | **Which of the following best describes your Non-Governmental Organisation (NGO)?**  *- This will help us to monitor the diversity of applicant organisations.*    *Please select a maximum of* ***two*** *categories by marking with ‘X’)* | | |

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| Communication / Media Development Organisation |  | Microfinance Organisation | |  |
| Community Interest Company (CIC) |  | Non-registered Charity / Trust | |  |
| Community Based Organisation (CBO) |  | Organisation for Socially Excluded Groups | |  |
| Diaspora Group |  | Organisations Working with Disabled People | |  |
| Disabled Peoples’ Organisation (DPO) |  | Registered Charity / Trust | |  |
| Ethnic Minority Group / Organisation |  | Social Enterprise | |  |
| Fair-trade Organisation |  | Trade Union | |  |
| Faith-based Organisation (FBO) |  | Umbrella Organisation / Network | |  |
| Formal Consortium |  | Women’s Organisation / Organisation working with Women | |  |
| Grant Making foundation |  | Youth Organisation / Organisation working with Youth & Young People | |  |
| Locally Registered Civil Society Organisation (CSO) |  | Other (please specify in box to right) |  | |

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| **1.10** | | **What was your organisation's income in each of the last 3 years** *(In GB pounds. This figure should be taken from your most recent audited or approved accounts).*  **Please also provide the average income for this period.** | | |
| **From** *(dd/mm/yyyy)* | | | **To** *(dd/mm/yyyy*) | **Annual Income** |
|  | | |  | £ |
|  | | |  | £ |
|  | | |  | £ |
| **Average Income for the 3 year period** | | | | £ |
| **1.10** | **If you are applying as a formal consortium, please list all of the member organisations in the consortium.** | | | |
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| **1.11** | **Implementation Partner(s)** *List all implementation partners i.e. those that will be managing project funds, putting the main partner first. This list must include all offices of the applicant that have a role in the project. Please refer to section 7 of the GPAF Impact guidance document.* | | | |
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| **SECTION 2: BASIC INFORMATION ABOUT THE PROPOSED PROJECT** | | | |
| **2.1** | **Project title -** *must be 1 concise sentence (maximum 200 characters including spaces), which includes 3 pieces of information:*  *i) what change the project will make*  *ii) the number of direct beneficiaries*  *iii) the country(ies) in which the project will take place*  *e.g. ‘'Increasing household incomes for 20,000 people living below the poverty line in five rural communities of Pakistan”* | | |
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| **2.2** | **Where will the project be implemented?**  *(List the country(ies). Please check that* ***all*** *named countries are eligible for GPAF Impact funding)* | |  |
| **2.3** | **Locality(ies)/Region(s) within country(ies)** | |  |
| **2.4** | **Estimated project duration**  *(Maximum 36 months)* | | months |
| **2.5** | **What is the likely total cost of the project?** *(In GBP sterling)* | | £ |
| **2.6** | **Total funding to be requested from DFID for this project** *In GBP Sterling and as a % of total project funds (Minimum £250,000 - Maximum: £4,000,000)* | | £  % |
| **2.7** | **Amount and source of match funding**  *In GBP sterling and as a % of total project funds (Minimum 25%)* | | £  %  Source: |
| **2.8** | What are your main sources of funding?  *Please also state what % of your annual income you currently receive from DFID* | | |
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| **2.9** | **ACRONYMS** *(Please list all acronyms used in your application below, spelling out each one in full. You may add more rows if necessary.)* | | |
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Please note that Section 3 commences on the following page.

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| **SECTION 3: FURTHER INFORMATION ABOUT THE PROPOSED PROJECT**  ***(Maximum 4 pages for the whole of Section 3)*** | | | |
| **3.1** | **Which** of the Millennium Development Goals will your project aim to address?  *(Please identify up to three MDGs in order of priority. Insert '1' for primary MDG focus area; '2' for secondary MDG focus area and; '3' for tertiary MDG focus area)*.  ***N.B. For this round (4) the primary MDG must be MDG 1*** | 1. Eradicate extreme poverty and hunger | **1** |
| 2. Achieve universal primary education |  |
| 3. Promote gender equality and empower women |  |
| 4. Reduce child mortality |  |
| 5. Improve maternal health |  |
| 6. Combat HIV/AIDS, malaria and other diseases |  |
| 7. Ensure environmental sustainability |  |
| 8. Develop a global partnership for development |  |
| **3.2** | **Why** is this project needed at this time in this location? Who are the target groups? How and why have these groups been selected? What are the factors of poverty affecting their lives? Refer to any evidence that shows the relevant MDG(s) is/are "off-track". | | |
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| **3.3** | **What** specific change is this initiative intended to achieve? What is the anticipated impact on the lives of the beneficiaries? Approximately how many people will benefit directly (from each of the target groups)? What is the anticipated magnitude of the change e.g. % increase in income or improvement measure of food security? | | |
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| **3.4** | **How** will the changes above be achieved? Describe briefly the main activities, and how these will lead to the anticipated change. | | |
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| **3.5** | **What** evidence exists from past experience (yours, your partners’, or other organisations’) to indicate that this approach is likely to be successful? | | |
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| **3.6** | **Who** has been involved in the design process so far? Who will implement the project? Which organizations will undertake which work? Why are these organisations (including your own) considered to be the most appropriate to implement this project? | | |
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| **3.7** | **Why** do you consider the proposed project to offer good value for money in terms of the anticipated results and impact on poverty compared to the overall cost of the intervention? | | |
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| **3.8** | **How** will the proposed project impact positively on the situation of women and girls and/or other relevant groups who are particularly excluded in the local project context? | | |
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