**How to complete the Concept Bid**

**Project Purpose**

This should be one clear and succinct sentence describing the anticipated change. What is the immediate outcome or direct benefit the project will achieve? Think in terms of the immediate change or overall result that the project aims to bring about. This is the fundamental reason that you are doing the project.

**What change will this project deliver?**

This is the context and need for the project. This should be described in a couple of sentences.

**Background**

A paragraph describing the project and its activities. Include:

* **How the project will deliver change** in the policy area. Describe the need for change in this area and clearly demonstrate how this will be achieved through the activities of the project.
* **How the project fits into the UK Del Prosperity Fund Strategy**
* **Buy-in from the host government**? Has the government requested the work? Who have you had contact with in government (name and department)? How does this project fit into the host government’s wider development objectives?
* **Why the UK is the best partner** for this work
* Has **co-funding** been sought?
* **Why the projects should take place now**
* **Does the project include a comprehensive dissemination/communications** plan?
* **How the benefits of the project will be sustained once it has come to an end**

**Outputs and Activities**

Outputs are tangible deliverables of the project, e.g. documents; trained people etc. The outputs must together deliver the Project Purpose. List as many outputs as you need to deliver the Purpose. List Outputs numerically. Link Activities to Outputs and list numerically. You do not need to provide a lot of detail on the Activities at this stage.

**Cost**

We will fund projects **up to a value of £200,000** in addition to co-funding. Projects in excess of that amount may be considered exceptionally. You should bid for what you think the project will cost to deliver. Support will depend on the merits of the project. **You must also complete the Activity Based Budget.**

**Timing**

Projects are for **one year**. Projects should begin from 1 May 2014 and must be completed by end 31 March 2015. Multi-year projects will be considered in exceptional circumstances.

**Activity Based Budget**

Consider all of the Main Activities and estimate their individual costs. Enter the costs in the months where you expect the activities to be completed. For example, if the project will run 3 workshops include the number of participants and break costs down into key component parts on separate lines in the spreadsheet. Administration costs should not exceed 10% of the total project costs.