



Arab Partnership Programme Fund Project Concept Note

The Project Concept Note

- **The Project Concept Note (PCN)**

The PCN is completed by the 'bidder' in consultation with the Project Officer at the British Embassy in the country where you intend to work. Once completed it should be submitted to the Embassy for consideration. This is the first step in the project proposal process.

The Embassy may accept or reject the PCN. The bidder will be notified within a reasonable time of the Embassy's decision.

When the Embassy accepts a PCN this is not a guarantee that the subsequent project proposal will be accepted for funding. It signals the Embassy's interest in receiving more details about the proposed project.

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Before you complete this form, check the website of the British Embassy in the country where you are proposing to work and/or speak to the Embassy Project Officers to find out about the UK objectives for the Arab Partnership Fund in that country, and to check project viability.

Project Title			
Implementing organisation (s)	Include one sentence about experience, capacity and local footprint of implementing organisation		
Country covered			
Project Purpose	Short succinct description of the change the project will make (maximum of two sentences)		
Context and Need for the Project	In one paragraph (100 words) explain the problem that the project addresses, and how this relates to Arab Partnership objectives. Include a sentence about the situation before the project starts and provide evidence of local support and/or beneficiary engagement.		
Short Project Summary	In one paragraph (100 words) explain what the project plans to achieve and how. Summarise the project outputs or expected results, and the main activities that support each output. Include a sentence about main project risks and how they will be addressed. Where possible, describe proposed steps to ensure sustainability of project.		
Total cost of project			
Cost to Arab Partnership Fund per Financial Year (GBP) (1 April – 31 March)	FY 2015/16		Total cost to APF
	£	£	£
NOTE: The Arab Partnership fund cannot currently commit funds beyond March 2016, and is therefore only accepting one-year bids for FY15-16.			

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Contributions from other donors/co-funders/implementer	£
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Post comments:

Date	Comment
	To be completed by Project Officer recording the conclusion of the Project Board discussion of the project concept note. This should include any specific recommendations regarding the implementation of the project, start date, etc.

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