

**PROJECT CONCEPT FORM**

*This form should be submitted prior to putting forward a full Project Proposal. The British Embassy Quito (BEQ) may accept or reject Project Concepts. When the British Embassy Quito agrees a Concept and invites implementers to put forward a full Project Proposal and a full Activity Based Budget, it is not a guarantee that the full Project Proposal will be approved for funding. It signals the BEQ’s interest in receiving more details about the proposed project.*

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| **Project Title** | Please provide the project's name (70 Characters) |
| **Purpose or main objective** | Please state the main objective of the project |
| **What priority area will this project target?** | Select one priority area |
| **Implementing Agency**  | Name, address, contact information and background of the implementing agency (100 words) |
| **What are the outputs and/or results expected from the project? Who will be the main beneficiaries?**  | List the main results of the project implementation and who will benefit from the project. |
| **Background** | Provide the background to the issue this project will change and why the UK is the best donor (no more than 200 words) |
| **Risks** | Explain all potential risks identified in the planning, execution and completion of the project and how you would mitigate and manage them. |
| **Cost***What is the* ***TOTAL*** *cost of the Project and briefly describe how the funds will be spent (in US Dollars), outlining the activities that will take place.*  | CostCost breakdown and ativities | *If co-funding has or is being sought, please specify the cost to the British Embassy Quito (BEQ) and the cost to the co-funding organisations.* *Provide details of the co-funding organisations* | Cost to BEQ:       |
| Cost and details of co-funding organisation(s):       |
| **Timing** | Planned start date: Select a potential start date | Planned completion date: Select a potential finish date |
| **Impact and visibility:** | Outline what activities will you deliver to make the project visible, what channels, audience and stakeholders |