

**PROJECT CONCEPT FORM**

*Not to be used for funding applications*

*This form should be used to describe a project concept prior to submitting a full project proposal. The FCDO Post/Department may approve or reject a concept for development into a full proposal.*

*When an FCDO Post/Department approves a concept and invites an implementer to submit a full project proposal, it is not a guarantee that the full project proposal will be approved for funding. Approval of a concept signals the FCDO’s interest in receiving further details about the proposed project. Before you complete this form, check the relevant British Embassy/High Commission/Consulate General website in the country you are proposing to deliver the project, and/or speak to the relevant FCDO project officer to find out more about the Programme Strategy that applies to this concept, and to check strategic alignment and viability of the concept.*

**Cover Page: To be completed by FCDO Post / Department**

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| --- | --- |
| **Name of FCDO Post / Department** |  |
| **Name of organisation submitting this Concept** |  |
| **Project Title** |  |
| **Which Programme would provide funding?**  *Insert Programme name* |  |
| **Would the Project ODA eligible?** | Yes / No |

**Part A: To be completed by the project Implementing Agency (expand boxes as required)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Implementing Agency’s Details**  *Your organisation’s name; address; telephone Numbers; contact name(s); email; website; other* |  | | | | |
| **Project Title** |  | | | | |
| **Project Purpose**  *Explain the aim of the project, identifying the key beneficiaries and reflecting the “change” it will help bring about* |  | | | | |
| **Project Summary**  *In no more than 400 words explain:*  *how the project will help bring about the project purpose,*  *how the project is aligned with FCDO programme strategy and objectives,*  *and why the UK should provide funding for it.* |  | | | | |
|  | | | | | |
| **Cost**  *What is the* ***TOTAL*** *cost of the Project (to be delivered in this FY)* | | **FY 20/21** | **£** | | |
| **Timing** | | **Anticipated start date:** |  | **Anticipated end date:** |  |
|  | |  |  |  |  |

|  |  |
| --- | --- |
| **Risks**  *List key risks of implementing this project and how are you going to manage them* |  |
|  |  |
| **Authorise signatory for the Implementing Organisation** |  |
| **Print name** |  |
| **Date** |  |

**Part B: To be completed by FCDO Post or Department (overwrite text in Red)**

|  |  |
| --- | --- |
| **Name of project and project code** | Add here |
| **Name of Programme funding the project** | Add here |
| **Contact name and details of project lead at Post/Department** | Add here |
|  |  |
| **Comments from relevant policy lead**  *Does the concept have your support? Explain why.* | Yes / No  Briefly explain why / why not |
| **Should this concept be worked up into a full proposal?** | Yes / No  If no, explain why |
| **Signature of Programme Manager** | Add here |
| **Print name** | Add here |
| **Date** | Add here |
|  | |