**Concept Application**

**Directions: Please read the directions provided in each section carefully and respond appropriately. Northeast Connection reserves the right to disqualify any organization that does not comply with the directions, provide all the requested information, and does not comply with each section’s maximum word limit. Organizations will also be disqualified if plagiarism is found in any part of their Concept Application.**

**SECTION I: Applicant Information**

**Name of Applicant:** Enter name of applicant

**Applicant Type:** Select applicant type

**Street Address (Line 1):** Enter line 1 of street address

**Street Address (Line 2):** Enter line 2 of street address (if applicable)

**Country:** Enter country

**State/Province:** Enter state/province.

**City:** Enter name of city

**Postal Code:** Enter postal code (if applicable)

**Organization Phone:** Enter country code, dash (-), then number (e.g. xxx-xxxxxxxxxx)

**Organization Fax:** Enter country code, dash (-), then number (e.g. xxx-xxxxxxxxxx)

**Organization Website:** Enter website (if applicable)

**Organization Email:** Enter email in following format: username@domain

**Is your organization registered?** Select “yes” or “no”

*Lack of legal registration does not preclude an organization from applying for funding. However, it may preclude the same organization from receiving funding unless certain admissible exemptions apply.*

**Organization Type:**  Coalition

U.S. NGO

Non-U.S. NGO

Civil Society Organization

Community Based Organization

Faith Based Organization

Public International Organization

International Organization

Media Organization

Private/For-Profit Organization

University

Other

If “Other”, list other organization type(s):

Enter other organization types (if applicable)

**Technical Areas of Focus:**  Capacity Development

Citizen Security

Preventing/Countering Violent Extremism

Elections

Gender

Governance

Peacebuilding

Women

Youth

Other

If “Other”, list other technical area(s):

Enter other technical areas (if applicable)

**Organization Vision, Mission, and Values:**

Enter text briefly summarizing the applicant’s vision, mission, and values.

**Organization Geographic Areas of Focus:**

Enter text listing the regions (states/provinces, districts, cities/towns) where the applicant has demonstrable past experience relevant to the objectives of the project.

**Contact Information for Applicant’s Authorized Representative**

*First Name*: Enter POC’s first name only

*Last Name*:Enter POC’s last name

*Job Title*: Enter POC’s job title

*Telephone Number*: Enter country code, dash (-), then number (e.g. xxx-xxxxxxxxxx)

*Email Address*: Enter email in following format: username@domain

**Contact Information for Applicant’s Proposed Project Point of Contact**

*First Name*: Enter POC’s first name only

*Last Name*:Enter POC’s last name

*Job Title*: Enter POC’s job title

*Telephone Number*: Enter country code, dash (-), then number (e.g. xxx-xxxxxxxxxx)

*Email Address*: Enter email in following format: username@domain

**SECTION 2: BACKGROUND/INTRODUCTION**

**Project Title:** Enter project title

**Project Start Date:** Click or tap to enter a date.

**Project End Date:** Click or tap to enter a date.

**Project Location(s)**

*Each location (state) should list all LGAs the applicant intends to work in within the sub-region section.*

*Location 1*: Enter region (e.g. state/province)

Enter sub-region (e.g. district/municipality)

Enter city/town

*Location 2 (if applicable)*: Enter region (e.g. state/province)

Enter sub-region (e.g. district/municipality)

Enter city/town

**Project Rationale *(400 words maximum)***

*In this section, the applicant defines the problem that its proposed project aims to address, particularly in the proposed project locations. It provides the applicant with an opportunity to demonstrate its understanding of the underlying issues and gaps in the target locations that contribute to the problem that will be the focus of its proposed activities. A well-written project rationale justifies why the applicant’s proposed project should be funded.*

*To properly describe the problem, you should answer questions such as: What specific issue and geographic locations are you focused on? What problem or problems does this state, ward, or community face and why is it important? What is the reason or reasons for the problem?*

Enter Project Rationale here.

**SECTION 3: Strategic and Technical Approach**

**Project Goal *(50 words maximum)***

*The project goal is a broad statement about the ultimate outcome the proposed project will contribute toward achieving. It is forward looking and will not be achieved within the period of performance of the project but should align with and support NE Connection’s overall goals, which are as follows:*

1. *Resilience of communities vulnerable to violent extremist infiltration and conflict enhanced.*
2. *Local capacity to respond to emerging threats developed.*

Enter Project Goal here.

**Project Objectives *(100 words maximum)***

*Briefly describe what objectives you will implement to address the problem and achieve the goals. It’s important that you develop objectives that align with the needs of your target communities. Therefore,* ***all*** *the RFA objectives may not be relevant to your project- only prioritize those that are relevant.*

*The objectives of the “Develop cultural and recreational opportunities for inter-community exchanges” RFA include:*

* *Objective 1: To build community resilience using cultural and recreational activities for mutual coexistence.*
* *Objective 2: To strengthen inter-community linkages, engagements, and positive cooperation in target wards.*

*Objectives are significant milestones on the road to achieving your goal. Each objective should be SMART (Specific, Measurable, Attainable, Realistic, and Timebound). Each objective should be achievable during the proposed project’s period of performance. For example, an objective that might be achieved through a short-term project might be, “Increase attendance of unemployed Libyan youth in vocational training programs.” It is an end result of the project, one that generally brings you closer to the longer-term goal of all unemployed Libyan youth having access to appropriate vocational training and education.*

Enter Project Objectives here.

**Technical Approach & Illustrative Activities *(2,500 word maximum)***

*Briefly describe what activities you will implement to address the problem and achieve the goals. The description should outline what activities will be implemented, how often the activities will take place, who they will engage, and how you will ensure the sustainability of project activities. Since all activities implemented under this RFA will follow COVID-19 protocols, please outline how each activity will adhere to current COVID protocols, as well as adapt to future, more stringent restrictions. Include expected results of your proposed activities.* ***Please do not copy and paste the illustrative activities listed in the RFA.***

Activities *are the steps you take to achieve your objective. Many small activities lead to achieving an objective, which leads to achieving a goal. Each activity should contribute directly toward achieving at least one project objective. For example, if one objective is to provide non-formal education to youth attending non-formal learning centers, activities implemented to achieve this objective may focus on: a) holding meetings with key government and community stakeholders to enlist their support for the project, b) developing a non-formal learning curriculum, c) hiring and training learning facilitators, d) enrolling learners in classes, etc.*

Enter description of project activities here.

**Project Beneficiaries[[1]](#footnote-1) *(200 word maximum)***

*Briefly describe your project’s intended direct and indirect beneficiaries (youth, women, government officials, traditional leaders, etc.), as well as provide an estimate of the number of direct and indirect beneficiaries your project will reach using the definitions below:*

*Direct beneficiaries are those who come into direct contact with the set of interventions (goods or services) provided by the project in each technical area. For example, individuals who receive training or participate in community dialogue sessions are considered direct beneficiaries.*

*Indirect beneficiaries are those who benefit indirectly from the goods and services provided to the direct beneficiaries (as defined above). For example, indirect beneficiaries include members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other* *inputs, credit, livestock; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by a food for work activity; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary.*

Enter description of project beneficiaries here and the number of direct/indirect beneficiaries below.

*Number of Direct Beneficiaries*: Enter #

*Number of Indirect Beneficiaries*: Enter #

*Beneficiary Narrati*

**SECTION 4: PAST EXPERIENCE/ORGANIZATIONAL CAPACITY**

**Briefly describe your proposed personnel’s relevant skills to the proposed project *(300 words)***

*Please provide a list of proposed personnel that will support this effort (full time and/or part time employees, volunteers, etc.) and briefly describe how their previous experience and/or skills are relevant and will therefore positively contribute to your proposed project.*

Enter description of proposed personnel and their relevant skills.

**Past Performance**

*Please complete the required fields for at least one and up to three project(s) the applicant has implemented that demonstrates it has the experience and expertise to successfully manage the proposed project.*

**Project 1**

*Project Title*: Enter project title

*Total Project Budget*: Enter total budget amount in U.S. dollars

*Project Start Date*: Select project start date

*Project End Date*: Select project end date

*Project Location:* Enter region (e.g. state/province)

Enter sub-region (e.g. district/municipality)

Enter city/town

*Project Summary*: Enter project objectives (limited to 500 characters)

*Name of Donor*: Enter donor name

*Donor Point of Contact (POC)*: Enter name of donor POC

*POC’s Email Address*: Enter email address in following format: username@domain

*POC’s Telephone Number*: Enter country code, dash (-), then number (e.g. xxx-xxxxxxxxxx)

**SECTION 5: FUNDING**

*Please refer to the RFA for an estimated budget ceiling per award. At the concept stage, the amount proposed is only an estimate. If your concept is accepted, you will be asked to prepare a detailed budget for your proposed project.*

**Amount of Funding Requested to Implement the Project:** *Enter estimated amount in local currency.*

**Statement of Liability**

I, the undersigned, being the person responsible on behalf of the applicant for this project, certify that the information given in this application is true and accurate.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Title:** |  |
| **Date:** |  |

Please submit your **completed** and **signed** Concept Note to the Northeast Grants Team at [grants@connection-nigeria.com](mailto:grants@connection-nigeria.com). Include the name of your organization and the name of the RFA you are applying to in the email subject.

1. *AIDAR clause incorporating 22CFR Part 228 prohibits NE connection from procuring any good/services that support police and other law enforcement activities. Therefore, acceptance of grant applications that support or work with security agencies is contingent on 1) USAID approval, and 2) the applicant providing all documentation and information requested by NE Connection for the Leahy vetting process.* [↑](#footnote-ref-1)