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**CONCEPT NOTE**

The Concept Note is part of a 2-step application process. If the Concept Note is approved, the applicant will be requested to submit a full proposal.

**Applicants must complete the Concept Note template in full, not exceeding 8 pages. The annex limit is 3 pages.** Use letter-sized paper, 1-inch margins and Times New Romans font size 11. **Applications that exceed the page and/or annex limit will be rejected.**

**Applicants must submit the completed Concept Note template and other required documents to the Manager of the National Conservation Trust Fund of Jamaica and copy to the Programme Officer no later than, 11:59pm (local time) on 7 March 2025. Applications can be delivered by hand, or by registered mail to Suite #5, 70 Half Way Tree Road, Kingston 10 or emailed to** [**k.curtis@conservejamaica.org**](mailto:k.curtis@conservejamaica.org) and copied to [**info@conservejamaica.org**](about:blank)**.** E-applications are strongly encouraged. Incomplete Concept Note templates will not be considered.

**The applicant organisation must submit their Certificate of Registration with the Concept Note. The organisation must be established in Jamaica for at least one (1) year prior to the application date of the Call for Proposal.**

1. **GRANTEE ORGANISATION AND CONTACT INFORMATION**

| **Organisation Name:** |  |
| --- | --- |
| **Organisation Type:** (Community based organisation; Association; Non-government organisations: other ) |  |
| **Contact Person’s Name:** |  |
| **Contact Person’s Title:** (in organisatsion) |  |
| **Contact Person’s Phone Number:** |  |
| **Contact Person’s Email Address:** |  |
| **Name of person responsible for project implementation and administration of funds:** |  |
| **Purpose of Organisation:**  *Briefly outline the purpose of your organisation including the main activities****.*** |  |

**Please list below past programmes/projects that your organisation has managed (up to 3 projects in the last 5 years. Include the projects with the largest budget and most impactful.**

| **Project Title** | **Start** *(MM/YY)* | **End** *(MM/YY)* | **Main donor(s) and contact information** | **Budget** *(JMD)* |
| --- | --- | --- | --- | --- |
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1. **GRANT REQUEST**

| **Project period (in months):** |  |
| --- | --- |
| **Amount being requested from NCTFJ**  **(In JMD):** |  |

1. **PROJECT DETAILS**

| **Project Title:** |  |
| --- | --- |
| **Geographic Area:**  *Where will project activities take place? Give an estimated size in hectares of the area.* |  |
| **Project Summary:**  *Describe the main purpose and objectives (objectives are Statements of what you want to achieve for the project). Clearly state the specific problem/need that the project will address and effect(s) it is (they are) having on the environment and community? (Maximum 300 words).* |  |
| **What is the Goal of the project?**  *State as the long-term social, environmental and/or economic solution to the problem/need identified above.* |  |
| **Key Stakeholders and Partners:**  *List all partners that will be directly involved in implementing this project.* |  |
| **Approach:**  *Explain how the stakeholders and/or community members were:*  *a) involved in planning and designing the project*  *b) how they will be participating in project implementation and monitoring.*  *c)indicate if your project has synergies with other actions being implemented in the area.*  *d). State if this project is new, continuing, scaling up, or replicating any previous activity (maximum 250 words)* |  |
| **Sustainability:**  *Describe how the project results will continue to be beneficial beyond the life of the project (maximum 200 words).* |  |

*Complete the table below to show the activities that will be done to deliver the tangible products or results from the project. Define the indicator that will be used to measure the achievement of the output. Please add or remove rows as needed.*

| **Objective(s)**  *Statement(s) of what you want to achieve for the project. Please do not list more than three objectives. Objectives should be measurable.* | **Activities**  *What will be done to deliver the expected outputs and project objectives? List main activities.* | **Expected Output(s)**  *Main tangible products or results (infrastructure, goods and services) expected to be delivered by the activities of the project.* | **Indicators**  *Evidence (quantitative/ qualitative) that will be used to measure the achievement of the output/result of an action* |
| --- | --- | --- | --- |
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1. **BUDGET**

*Main budget items normally include the examples in the table below. Please remove or add budget items that are relevant to your project. Please add or remove rows as needed.* *See the guidance document for the Call for Proposals when preparing the budget (see Eligible costs on page 4). The detailed budget may be attached as an appendix (table, Excel sheet) but the table below must be used as an outline.*

| **Main Budget Items**  *Please list all cost in this column. Examples of line items are provided below.* | **NCTFJ** (JMD) | **Other funders**  *If any (JMD)* | **Proposing Organisation contribution \****(must be at least 30% in-kind/cash of requested amount)* |
| --- | --- | --- | --- |
| Training |  |  |  |
| Travel |  |  |  |
| Accommodation |  |  |  |
| Equipment and Supplies |  |  |  |
| Public Education Campaign |  |  |  |
| Human Resources for project/ programme |  |  |  |
| Rent &/or utilities |  |  |  |
| Others (specify) |  |  |  |
| TOTAL |  |  |  |

**\****In-kind support may include labour, travel costs, equipment that is loaned to the project, trainings, etc.*

**APPLICANT DECLARATION**

“I, the undersigned being the person responsible in the Applicant’s organisation for the proposed Programme or Project, do hereby certify that the information given is true and correct at the time of submission.”.

Signed by: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(*Name & Position)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_