**ANNEX 1: PROJECT CALL FOR CONCEPT NOTES**

1. **Focal person (applicant) details:**

* Name:
* Gender:
* Phone number:
* Email address:

1. **Name of organization:**
2. **Address of organization:**
3. **Background on the organization (Max 150 words)**
4. **Staff/Human resources details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Gender (F/M)** | **Age** |
|  |  |  |  |
|  |  |  |  |
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1. **Type of organization:** (Please tick mark)

|  |  |  |  |
| --- | --- | --- | --- |
| Agrovet |  | ICT company in agriculture |  |
| Trader (vegetable, rice, maize, lentil, wheat) |  | Miller (rice, lentil) |  |
| Seed companies |  | Cooperative (agriculture and multipurpose) |  |
| Agri-Technologies (mechanization, irrigation, bio-Pesticides) |  | Importer/wholesaler |  |
| Feed Company |  | Collection center and market planning committee |  |
| Private agriculture firm |  |  |  |
| Others (Please specify) | | | |

1. **Annual turnover amount (recent three years turn over, if available)**

|  |
| --- |
| Turnover amount in 2020: |
| Turnover amount in 2021: |
| Turnover amount in 2022: |

1. **Organization registration details:**

* PAN number:
* Registration year and office:
* Type of business:

1. **Proposed project grant title:**
2. **Proposed grant performance period:**  Start date: End date:
3. **Objectives of the proposed project: (Max. 3 points)**
4. **Problem statement:** A clear and concise description of the problem or need that the project aims to address (max. 200 words)
5. **Proposed main activities: (Max 8 activities)**
6. **Proposed Target Beneficiaries with numbers:** A clear identification of the specific group of people or community that the project aims to serve.
7. **Inclusion of women, disadvantaged, youth, and migrant returnee (returned within the last 3 years):**
8. **Expected outcomes:** (examples: technology innovation, sales increase, reach to farmers, climate change impacts etc.)
9. **Previous experience: (green jobs, climate-smart agriculture, grant management) (Max 200 words)**
10. **Sustainability of the activity supported by the grant fund:** (What and how will you continue the proposed activities after the completion of the grant period?) **(Max 200 words)**
11. Implementation Timeline: A timeline that outlines the major milestones, activities, and deliverables of the project and their expected completion dates.
12. **Project location:**

|  |  |
| --- | --- |
| District Name(s) |  |
| Rural/Town Municipality/Ward |  |

1. **Proposed budget summary:**

|  |  |
| --- | --- |
| Grant Request Fund | NPR / USD |
| Cost Share | NPR / USD |
| Total Budget | NPR / USD (Double indication) |

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title):

Signature: Date: