

## **Project Concept Format**

Project title:<sup>1</sup> .....

Name of Grantee: ..... Type of Organization<sup>2</sup>: .....

Registration Number: ..... Registration Authority: .....

Year Established: ..... Number of Members: .....

Number of Projects Implemented: .....

Postal Address: .....

Physical Address: .....

Telephone/Fax number: .....

Email Address: .....

Principal Officer: ..... (Name and Position)

Project Contact/Manager: ..... (Name and Positions)

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### **Project Description**

- a) Brief description of the environmental problem/challenge being addressed and its root causes; and the linkage to the overall and or specific focal area objectives of the GEF Small Grants Programme. Also to be highlighted is the relationship of the proposed project to other relevant programmes such as local, district or national government programmes, other GEF and UNDP projects, multilateral and bilateral aid agency projects, and other community based, CSO, and/or private sector activities. This will ensure that the intervention is not a standalone activity. (approximately 300 words)
- b) Proposed interventions, and approach for project implementation. A brief account of the long-term sustainability of project impact should be included (approximately 300 words).
- c) Brief description of the geographic location of the project and the target population group (indicate relevant community groups: women, indigenous peoples, youth etc.) (Approximately 150 words).
- d) Brief description of project participants/partners/stakeholders. This shall include the major partners/participants actively involved in the project cycle - right from planning to implementation to monitoring and evaluation (approximately 100 words).
- e) Organization's capacity and/or experience in dealing with similar initiatives (200 words).
- f) The Monitoring and Evaluation Plan with an evidence of the participation of the target community in the process (approximately 150 words).
- g) Estimated Budget including NGO's/CBO's share in cash or kind, and indicating duration of project.

#### **Please note the following:**

- The length of concept notes must not exceed three pages (including the cover page) in 12-font size.
- Project appraisal site visits are for selected concept papers only
- *Only* selected concepts can be elaborated into full proposals which should be supported with: *documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation*

#### **Requests for information and submission of Project Concept should be directed to:**

The National Coordinator, GEF-SGP Lesotho, C/O UNDP Lesotho, 13 United Nations Road, P.O. Box 301, Maseru 100 ,  
Phone: (266) 22313790, Email: registry.ls@undp.org

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<sup>1</sup> The title must capture the essence of the project and aligns it to the GEF Focal Areas)

<sup>2</sup> Nature of proposing organization: CBO, national of sub-national NGO, research or training institution etc.