**Concept Note Template for Applicants to Fill Out for:**

**Multi-Year Funding Grants to Women-Led Women’s Rights Organisations in Eastern & Central Equatorial and or Jonglei Areas**

**INSTRUCTIONS**

Each Applicant Organization must fill in this Concept Note. Please read these instructions and application guidelines carefully and attach required document as evidence to your application. If you have any questions, please contact [ssdpartners@care.org](mailto:ssdpartners@care.org)

Please attach copies of the relevant documents below to your submission email or paper application. Emails more than 5MB cannot be accepted, so you can send documents in separate emails if needed:

* Any letter, bank document, or RRC registration document showing your physical address on it as proof of address (this requirement / having an office is not mandatory for small local women-led organisations operating at county level)
* RRC registration
* A list of Board members that signed during the establishment of the organisation, or a list of Board members from one of its meeting minutes
* A list of staff, volunteers, and members and their gender (male/female)
* Letter from a community leader or local authority (with their name and contact information included) confirming that your organisation:
  + Is non-government
  + Is not-for-profit (non-commercial)
  + Is non-political (not affiliated with any political group or leader)
  + Has existed for more than 1 year
  + Has at least 10 members
  + Is led by women (management / Board)
  + Has more than 2/3 female members
  + Has a main target group/beneficiaries of women/girls?
  + Has a physical presence (ex. office, staff, volunteers, beneficiaries) in either Eastern & Central Equatorial and or Jonglei Areas

Concept Note must be written in: Font type: Calibri, single spaced lines, justified text; font size: 10. **Each Concept Note must not exceed 8 pages excluding attachments**

**YOUR ORGANIZATIONAL BACKGROUND INFORMATION**

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| **Question** | **Answer** |  |
| **Organizational Name, legal status and physical office** |  |  |
| Applicant Organisation’s Name |  |  |
| Applicant Organisation’s Physical Contact Address in South Sudan |  |  |
| Year the organisation started to operate |  |  |
| Organisation’s Registration Number from Government of South Sudan relevant authorities (RRC) |  |  |
| **Organizational Management** |  |  |
| Executive Director / Leader’s Name and contact info  (Ms./Mrs/Mr.) |  |  |
| Number of paid staff |  |  |
| Number of volunteers |  |  |
| Organisation’s number of Members (if any) |  |  |
| Number of women:  Staff  Volunteers  Members |  |  |
| Do you have bank account? Yes, or no? |  |  |
| **Organizational Governance** |  |  |
| Does your Organisation have a Board? Yes, or No? |  |  |
| If yes, Chairperson’s name and contact info (Ms./Mrs/Mr.) |  |  |
| Number of Board members |  |  |
| Number of women on Board |  |  |
| **Beneficiaries and Target Groups** |  |  |
| Who are your main target group / beneficiaries? |  |  |
| In what state(s) does your organisation have active activities? |  |  |
| **Budget and Annual turnover** |  |  |
| Organization’s highest total budget ever? |  |  |
| Sources of funding |  |  |

**MAIN GRANT INFORMATION**

*Please explain your idea for the grant in the table below. DO NOT EXCEED WORDS LIMITS OR TOTAL PAGE LIMIT FOR THE WHOLE DOCUMENT (8 PAGES excluding attachments). Do not attach any other documents other than the ones mentioned above.*

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| **Grant request**  How much money are you requesting for your women’s rights organisation? Maximum of Canadian Dollar 132,000 or equivalent of USD 100,000 is allowed (50 words maximum) |
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| **Proposed area(s) of operation with this grant funding**  Where will you implement the project? State/County (200 words maximum) |
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| **What would you spend the grant money on?**  *What is your main project idea that requires funds? For example, funds could be used for general support to the organisation, capacity building for staff/volunteers, activities for women in the community, participation in networks, etc. Please explain the activities that you would do with the funds (800 words maximum)* |
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| **Problem statement**  *What is the main problem that the project intends to address? Who are the main people that you will support? How will this funding help them? (800 words maximum)* |
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| **Goals, outcomes, and activities**  *What will your women’s rights organisation achieve if you get this grant funding? (800 words maximum)* |
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| **Gender equity and diversity**  *How will your project promote diversity and inclusivity of minority groups in your community? To what extent will this project enhance gender equity, participation, inclusivity and empowerment of women and girls? How will the project engage men and boys? (600 words maximum)* |
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| **Sustainability of the project**  *What will you do to sustain your organization and its results? (600 words maximum)* |
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| **Capacity building**  If you will be successful in securing this grant, will you be willing to participate in capacity building activities organised by CARE / the project? Yes or no? |
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| **Proposed Budget**  Below, includes a small budget showing how you will spend the money, with amounts show in Canadian Dollars if possible. (800 words maximum) |
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**PREVIOUS AND PRESENT WORK**

*Please explain in previous experience in the table below. DO NOT EXCEED WORDS LIMITS OR TOTAL PAGE LIMIT FOR THE WHOLE DOCUMENT (8 PAGES excluding attachments)*

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| **Funding**  How does your organisation currently fund its work? (600 words maximum) |
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| **Experience on women’s rights and empowerment work**  *Explain your current work in doing activities, awareness-raising or advocacy on women and girls issues in your area of work (800 words maximum)* |
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| **Coverage**  *Explain which constituencies your organisation is currently serving in terms of states and counties (600 words maximum)* |
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| **Engagement**  *Explain your experience of engaging with authorities or decision-makers at any level (800 words maximum)* |
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| **Achievements**  *Explain what successes your organisation has achieved that you are most proud of (800 words maximum)* |
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| **Capacity**  *Explain what strengths your staff / volunteers / members currently have, and in what areas do they need more support (600 words maximum)* |
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