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| COVID-19 Vulnerable Supply Chains Facility |
| Concept Note Template |
| May 2020 |

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# Instructions

The concept note is the first stage of the application process for the COVID-19 Vulnerable Supply Chains Facility (VSCF). It is meant to provide an overview of the proposed project. Each concept note will be reviewed by the programme team to assess the eligibility, impact and suitability of the proposal for the Facility.

To be considered, concept notes must:

* Be in English
* Be submitted in PDF or Word format
* Be under 10 pages in length
* Must use Arial font 10
* Applications will only be accepted if completed and submitted in the concept note template
* The concept note contains word limits for each section which you are expected to comply with.
* Any attachments can only be used to provide supplementary information that cannot be displayed in the template and should not be used to exceed the word limit for a particular section.
* Applications that are late, incomplete, submitted in the incorrect format, or do not include a budget breakdown will not be considered
* If you have any questions or require some additional guidance on completing the concept note template, please contact COVID19VulnerableSupplyChains@dfid.gov.uk

We look forward to receiving your concept note.

# Project Overview

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| **Applicant name:** |
| **Project title:**[Your text here] |
| **Project summary:** Please summarise the project in 5-6 sentences addressing the following questions:   * What is the problem you are addressing? * How will your project address the problem? * What potential benefits would your project deliver? * Who are the target beneficiaries? (factory workers, raw material suppliers, farmers, logistics providers etc.)   [Your text here] |
| **Sector & geography:** Please describe the focus sector and geographies - Please specify applicable countries from the list of countries mentioned in the RFP (please also highlight specific regions/ territories if identified)  **☐** Garments  **☐** Food & Agriculture  [Your text here] |
| **Project timing:** Please state the length of time for which you are applying for funding and proposed start and end dates. Projects should be concluded by July 2021.  [Your text here] |
| **Funding amount & match funding:** Please state the total amount of funding you are applying for in GBP (£). Please also include any match funding commitments (cash and/or in-kind)  **Grant request: £XX**  **Match funding: £XX** |
| **Lead applicant & partners:** Please provide the full names of the lead applicant organisation and any partner(s) names. Please describe the role of each partner in one sentence.    |  |  |  |  | | --- | --- | --- | --- | | *Partner Type* | *Name* | *Short profile* | *Project role* | | *Lead Applicant* |  |  |  | |  |  |  |  | |  |  |  |  |   [Your text here] |

# Details of the Concept

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| **Project Description** |
| **Challenge:** Please list each of the supply chain challenge(s) you are seeking to address (see examples of challenges in the RFP document)   [Your text here] |
| **Context:** Please provide a short description of the problem/challenge(s) highlighted above in the market/geography in which you are proposing to work. (c.200 words)  [Your text here] |
| **Objectives and expected results:** Please describe the objectives of the project. Who are the target beneficiaries (factory workers, raw material suppliers, farmers, logistics providers etc.) and what are the expected results? Please describe how these results will be achieved. (c.300 words)  [Your text here] |
| **Project plan:** Please describe the key activities for achieving the project’s objectives and the estimated timelines for each activity. (c.300 words)  [Your text here] |
| **Key outcomes:** Please highlight any key indicators that could be used to monitor the project (c.150 words)  [Your text here] |
| **Additionality:** Can the project be delivered without support from the Facility? If not, please state why. (c.150 words)  [Your text here] |
| **Risks and mitigations:** Please identify the main risks for this project and any plans to mitigate those risks. (c.150 words)   |  |  | | --- | --- | | *Key Risks* | *Potential Management Strategies* | |  |  | |  |  | |  |  | |
| **Future opportunities to scale:** Please describe any future opportunities to scale if the project is successful. (c.200 words)   * Are there any ideas around options for future scale up? If yes, kindly describe your ideas and options for future scale up briefly    [Your text here] |

# High Level Budget

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| Budget |
| Budget elements: Please list the main budget elements for this project, i.e. what factors will most impact the cost of this project? Please briefly describe how costs relate to planned activities (c.150 words)   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Budget Summary** | | | | | | | | **Category** | **VSCF contribution** | **Applicant contribution (if any)** | **Partner contribution (if any)** | **Total Cost** | **%** | **Notes** | | Element 1 | *£[x]* | *£[x]* | *£[x]* | *£[x]* | *[x]%* |  | | Element 2 | *£[x]* | *£[x]* | *£[x]* | *£[x]* | *[x]%* |  | | **Grand total** | ***£[x]*** | ***£[x]*** | ***£[x]*** | ***£[x]*** | **100%** |  | |
| Equipment: Are you requesting funding for any equipment purchases over £500 or other valuable assets (e.g. phones, tablets or computers)? If yes, please provide a brief description of the equipment, reason and estimated cost. (c.100 words)  [Your text here] |
| Match funding: Please provide any further details of any match funding which will be provided by the applicant(s) (whether in cash and/or in-kind)   |  |  |  | | --- | --- | --- | | *Partner* | *Contribution Amount (*£) | *Nature (cash, in-kind etc)* | | *Lead* |  |  | | *Partner 1* |  |  | | *Partner 2* |  |  |   [Your text here] |

# Applicant Details

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| Lead applicant Information |
| Lead applicant details: Please include organisation name, key contact person name, designation, email and phone number  [Your text here] |
| Registration or charity number (if applicable):  [Your text here] |
| Organisation address:  [Your text here] |
| Organisation website:  [Your text here] |