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Description automatically generated

**Concept Note Template for Sub-Grant Application**

**Project Title:** [Insert Title]

**Date of Submission:** [Insert Date]

**Section 1: Organization Details**

* **Name of Organization:**
* **Address:**
* **Contact Person:**
* **Phone/Email:**
* **Website (if any) or information about the organisation:**
* **Registration Details:** [Provide proof of registration for at least 3 years]

**Section 2: Project Overview**

1. **Title of the Action:**
2. **Thematic Area:** [Select applicable: Legal Aid, Monitoring, Advocacy, etc.]
3. **Total Estimated Budget:** € [Insert Amount]
4. **Project Duration:** [Insert Duration: 12-24 months]
5. **Geographical Scope:** [List targeted cities/regions]

**Section 3: Project Objectives and Relevance**

* **Objective(s):** [State specific objectives addressing prison reform and human rights]
* **Target Groups and Beneficiaries:**
  + Primary: [Describe the direct beneficiaries, e.g., prisoners, families, CSOs, etc.]
  + Secondary: [Indirect beneficiaries like community members or authorities]

**Section 4: Planned Activities**

* [Provide a brief list of main activities, e.g., legal assistance, workshops, monitoring visits]

**Section 5: Expected Outcomes and Impact**

* [Detail the intended results, e.g., improved access to justice, enhanced capacity of CSOs, etc.]

**Section 6: Organizational Capacity**

* **Previous Experience:** [Describe relevant experience with similar projects]
* **Partnerships:** [Mention any collaborating organizations or networks]

**Submission Instructions:**

* Submit by [Deadline Date].
* Email to: [Insert Email Address].
* Ensure all sections are complete.