**Annex 1 Concept Note Template**

**Organisation name**:

**Date of Submission:**

1. **Project summary (1 page)**

|  |  |
| --- | --- |
| Project name |  |
| Project location (province, district,national) |  |
| Project duration |  |
| Priority Theme[[1]](#footnote-2) | (A) Energy Transition and Ambitious NDCs  (B) Just Transition  (C) Inclusive decision making in energy transition. |
| Project objective |  |
| Target group(s) |  |
| Proposed activities (in line with the outputs in the logframe) |  |
| Registration number**[[2]](#footnote-3)** |  |
| Contact person  (Name, position, address, phone number, e-mail) |  |

**Please structure your concept note[[3]](#footnote-4) according to the following outline and reflect on the information provided in the Application Guidelines for Turkish-German Climate Cooperation: Strengthening Civil Society for Climate Change Action.**

1. **Background and situational analysis (up to 1 page)**

* Describe the situation and explain the rationale behind the project
* As the project focuses on (A) Energy Transition and Ambitious NDCs or (B) Just Transition or (C) Inclusive Decision Making in Energy Transition describe why you believe the project activities will address the needs and gaps identified and how your organisation will address these needs.

1. **Project Description (up to 3 pages)**

* **Project objective**
* Describe the objective of your project clearly
* State what your project is trying to achieve/accomplish/change
  + **Target Group**
* Describe the target group which your project activities for, please specify how the impact will involve these targeted groups
* Describe how you plan to reach these target groups (methods)
  + **Project Activities**
* This section should include key activities for each output and indicators, including:
  + The name and description of the activity/indicator
  + Duration of the activity/indicator
  + Target group(s) of the activity/indicator
  + The way of implementation of the activity/indicator
* Describe the outputs needed to reach your project objective and how they will lead to a change in the problems you have identified. Make sure that the outputs are SMART (specific, measurable, achievable, realistic, timely).

1. **Turkish-German Partnership Modality (up to 1 page) [[4]](#footnote-5)**

* Explain how your project will establish Turkish- German Collaboration
  + Which organizations, institutions, or individuals from Turkey and Germany will be involved in the project, and what roles will they play?
  + What specific strategies will you use to foster collaboration between Turkish and German civil society organizations?
  + How will the project facilitate knowledge exchange and capacity building between Turkish and German participants?

1. **Cooperation/network (up to 1 page)**

* Detail existing cooperation/relationships with actors (e.g., governmental organisations, other NGOs) in the local environment
* If you have existing protocols and/or written agreements, attach copies to the concept note
* Mention if another donor funds activities within the same proposed project.

1. **Staff concept (up to 1 page)**

* Describe your project team: Which key positions do you have? Who will be responsible for what? Also include staff that will not be covered by the project budget but will influence the project

1. **Monitoring and evaluation (M&E) (up to 1 page)**

* Describe your reporting system: what methods you plan to apply; including how you plan to measure achievements.
* State how your project will create an impact. To measure this; which data will be collected; and how data will be processed and analysed.
* Explain the data protection measures you will apply
* Please do not repeat the logframe

1. **Dissemination strategy (optional) (up to 200 words)**

* Explain the proposed visibility and communication action(s). Please make sure that the dissemination strategy contains information on all planned visibility and communication channels, tools and activities.

1. **Other Activities and Notes** (**optional) (up to 300 words)**

- Any other points that you would like to mention in line with application guideline such as complementary activities.

1. Select one of the priority themes [↑](#footnote-ref-2)
2. Applicants must be registered in Turkey as a legal, non-profit making entity. [↑](#footnote-ref-3)
3. Arial,10pt, line spacing single is recommended for your concept. Please refrain from erasing the any parts of the template and provide complete answers. [↑](#footnote-ref-4)
4. The event logistics related to German-Turkish cooperation in Germany do not have to be budgeted in the proposals. [↑](#footnote-ref-5)