

Environmental Small Grants Concept Note Format

*Note: the concept note must not exceed **three pages** (excluding the face sheet) and should be sent to smallgrant@eejp.org before 30 Dec 2010*

CONTACT INFORMATION			
Name of the Organisation			
Mailing Address:			
Telephone:		Fax:	
Email:		Website	
Contact Person:	Name		
	Designation	Email	
	Mobile	Tel.	

PROJECT SUMMARY			
Project Title:			
Type of Project:	Research	Implementation	Category
	Campaign	Policy Advocacy	Sub-Category
Location (District/ City)			State
Duration (in months)			Budget

ELIGIBILITY								
Is the organisation registered?	Yes	No	If yes, provide following details,					
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Registration No.</td> <td style="width: 33%;">Registration Authority</td> <td style="width: 33%;">Date/ Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Registration No.	Registration Authority	Date/ Year		
Registration No.	Registration Authority	Date/ Year						
Does the organisation have FCRA approval?	Yes	No	If yes, provide year of approval					
Organisation Budget	2007-08		2008-09					
			2009-10					
Names of Key Donors								
List Key Environmental Issues that Organisation Focus on (broad areas only)								
List five key projects implemented (not older than 5-years) on environmental issues (mention project name, donor, duration, coverage and budget)								
S.No.	Project Name	Donor	Duration					
1.								
2.								
3.								
4.								
5.								

PROJECT QUESTIONS (*All information is required. Be precise in your response. This section should not exceed 2 pages.*)

Problem Definition: Describe the specific challenge you will try to address and why it is significant. Include causes of the problem and estimates of the number of people affected in your target area. (*not more than 250 words*)

Objective: List the specific objectives of your project (*not more than 100 words*)

Project Implementation: How will you implement your idea? List and describe the specific steps you will take to meet your objective(s). Explain the status of the project: is it a new project or a new phase of an ongoing project? Describe what is new and how it differs from previous phase? Have you already tested the idea on the ground? (*not more than 500 words*)

Innovation: How is your project idea innovative or unique? (*not more than 100 words*)

Expected Results: (a) Please state the expected results of your project and its contribution to achieving environmental justice; (b) How will you measure your results? Please be as precise and quantitative as possible. (*not more than 350 words*)

Replicability: What is the scaling-up potential of your project idea? What is the possibility of implementing your project idea in a different region/ community? (*not more than 150 words*)

Sustainability: What characteristics of your project will ensure that it is sustainable? How will your project continue beyond the proposed duration? (*not more than 200 words*)

BUDGET OUTLINE (*Broad heads only. Details not needed at this stage*)

Item (which ever applicable)	Proposed budget (in Rs.)
Personnel	
Research supplies and services	
Training and other knowledge-sharing activities	
Travel	
Communication	
General Administrative Expenses	
TOTAL Project Cost	

REFERENCES: *Provide names of two individuals who know your organisation's work and can act as a referee. This is mandatory.*

	Reference 1	Reference 2
Name		
Organisation & Designation		
Address		
Mobile		
Telephone		
Email		
Capacity in which known to you?		

Applicant's undertaking

The information provided in my application is correct. If found guilty of furnishing any misleading information, EEJP may exclude me from the current as well as all its future grant cycles.

Name: _____ Signature _____ Date _____

Do not send any document with this application.

Send your application to: Environmental Small Grants, EEJP, H 2 (Ground Floor), Jungpura Extension, New Delhi 110014; Email: smallgrant@eejp.org