

## CONCEPT NOTE TEMPLATE

*Completed concept notes should be mailed to [grants@arghyam.org](mailto:grants@arghyam.org). Sending us a filled in concept note does not assure funding support.*

### **1. Organisational Information**

Organization Name			
Organization Type (registered under)			
Registration Number			
Organisational Details	Number of employees		
		Female	Male
	1) Staff		
	2) Volunteers/animators		
Organisational Presence:	Number of villages working in: States working in (name the States):		
Organisational Budget for last 3 financial years	S.No	Year	Budget
	1		
	2		
	3		
Name, designation of the Chief Functionary of the organisation			
Address			
Contact details	Telephone (Mobile)		
	Telephone (office)		
	Email		
	Website		
Name 2 references with contact details	1.  2.		
Organisational vision, mission and values			
Name 3 collaborators (including government, other NGOs, networks etc.) that you have worked with in the past (other than donors/funding agencies)			
List 3 ongoing projects: Name, duration, budget, funding organisation (preferably related to			

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Key Outputs / Outcomes	
Key Impacts Recorded	

### 2. Proposed Project

<b>Theme</b>	<b>Theme</b>	<b>Response: Yes/No</b>	
	Drinking Water		
	Sanitation		
	<b>Area</b>	<b>Response: Yes/No</b>	
	Rural		
	Urban		
<b>Proposed project duration (number of months):</b>			
<b>Location</b>	State		
	City/Town/District		
	Block		
	No. of Villages/ Wards		
<b>Problem Description</b>			
<b>Problem Statement</b>			
<b>Description of the area</b>			
<b>Description of target population</b>			
<b>Status of development (if possible use development indices such as HDI, census, etc.)</b>			
<b>Target groups: Type (e.g. people/schools/government agencies/ others) and Nos.</b>			
<b>Proposed interventions (please list)</b>			
<b>Expected Results (please list)</b>			
<b>Outputs</b>			
<b>Outcomes</b>			
<b>Impact</b>			
<b>Budget (in INR)</b>	<b>Total funds required</b>		
	<b>Expected Grant from Arghyam (in INR):</b>		
	<b>Other sources of funding (Name of source &amp; Amount)</b>		



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### ***Confidentiality & Disclaimer***

Concept Notes that are not shortlisted will remain confidential.

1. I understand and accept that if this application is short-listed, more details will be requested by Arghyam, including a detailed proposal.
2. I understand and accept that if this application is short-listed, Arghyam will contact relevant organisations to verify the statements made in this application.
3. I understand that submitting this concept note does not assure funding from Arghyam