**Attachment 1: PIA Concept Note Template**

This concept note is the first step in applying for up to $100,000 in funding through an IDEAL Program Improvement Award. The concept note should be clear, complete and presented concisely to allow the IDEAL review committee to understand your vision for the project.

# Page Limitations

* The complete concept note should not exceed five pages (not including this page and the required USAID Disclaimer). Longer applications will not be reviewed.

# Basic Formatting Requirements

* All concept notes must be presented in the format below.
* Concept notes must have one-inch (or 2.5 centimeter) margins on all sides of the paper, be written on A4 or 8 ½ x 11 inch paper, and maintain the Ubuntu size 10 font.
* Concept notes must be in English.
* Submitted concept notes should present all sections in the order they appear in this template. More details for each section can be found in the RFA.

# General Information

Date of Submission (MM/DD/YY):

Full Legal Name of Organization:

DUNS Number:

Name and Title of Point of Contact:

Telephone:

Email:

Project Title:

Full Address in Country of Implementation:

Legal Registration or Recognition Status in Country of Implementation:

Summary of Mission Statement of Organization:

Anticipated Project Start Date\* (MM/DD/YY):

Anticipated Project End Date (MM/DD/YY):

Total Project Budget:

**Total Funds Requested from IDEAL:**

**Total Cost Share/Funds Leveraged (optional):**

\**Note that the anticipated start date should be no less than 4 months but no more than 8 months from the closing date of the relevant application cycle.*

# Project Description (Brief Summary)

# Concept Note Narrative

## Project Goals, Activities, and Expected Results

## Contributions to IDEAL and FFP Objectives

# Budget Summary and Description

|  |  |
| --- | --- |
| *Line Item* | *Amount (USD)* |
| Salary/Wages |  |
| Fringe Benefits (If Applicable) |  |
| Consultants/Contractual |  |
| Travel/Local Transportation |  |
| Trainings/Workshops/Events |  |
| Other Direct Costs |  |
| Indirect Costs (If Applicable) |  |
| **TOTAL:** |  |
| Cost share (optional) |  |

# Brief Description of Major Costs under Each Line Item

|  |  |
| --- | --- |
| *Line Item* | *Brief Description* |
| Salary/Wages |  |
| Fringe Benefits (If Applicable) |  |
| Consultants/Contractual |  |
| Travel/Local Transportation |  |
| Trainings/Workshops/Events |  |
| Other Direct Costs |  |
| Indirect Costs (If Applicable) |  |
| Cost share (optional) |  |

## Disclaimer:

This concept note is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of the Implementer-led Design, Evidence, Analysis and Learning (IDEAL) Activity and do not necessarily reflect the views of USAID or the United States Government.