

## Concept Note Template

### Small Grants Cooperative Development Program for Historically Underserved Producers

#### Concept Note Template

#### SECTION I - Summary Information Cover Sheet

Cover sheet must be limited to one page and will not count towards the three-page limit. Cover sheet will include the following:

- A. Name of lead organization:**
- B. Name of applicant contact:**
- C. Applicant's phone number and email address:**
- D. Identified target beneficiary group:**
- E. Title of concept note:**
- F. Overall concept objective (maximum half page):**

#### SECTION II –Proposed Approach and Organizational Capacity (Section II may not exceed 3 pages)

##### **A. Technical Approach**

The extent to which the proposed overall technical approach will effectively and realistically achieve the overall goal and stated results, and lessons learned from implementing similar programs, together with strategies for responding to changing on-the-ground circumstances.

##### **B. Quality of Engagement with Key Groups**

The extent to which the Applicant's approach to identify and address inclusion considerations is innovative yet feasible throughout implementation. Proposed activities should be tailored to meet the particular needs of historically underserved producers.

##### **C. Institutional Capability and Experience**

Demonstrated organizational capability and experience of the Applicant and any proposed partner(s) in managing aspects of technical activities of similar magnitude and complexity in similar contexts, achieving measurable results.

##### **D. High Level Budget**

Applicants should provide the total level of funding that they are requesting and the main categories of the proposed activity budget (e.g., labor, materials, communications, etc.). There is no cost sharing or matching requirement for this opportunity.