

## **GOVERNANCE AND TRANSPARENCY FUND**

### **Format for Concept Notes**

This short paper is intended to provide the basic information you require in order to complete and submit a Concept Note for funding under the new Governance and Transparency Fund (GTF).

All organisations applying to the GTF must submit a Concept Note that provides basic information about the proposed activities to be funded. At this stage no judgement is being made on the relative strengths and weaknesses of your proposed work - the Concept Note is used to assess eligibility only.

Assessment of your Concept Note will be based only on the information and documents requested in this paper – **please do not send any other documents.**

Your Concept Note must include the following:

**Section A:** basic details about your organisation / consortium.

**Section B:** outline information on activities you are seeking support for. This section must be no longer than 1500 words.

**Section C:** contact details for your organisation/consortium

**Your Concept Note must not exceed 3 pages in length  
(excluding attachments requested).**

**The Font size for sections A B and C must be no smaller  
than ARIAL 12 and text must be in English.**

## **SECTION A**

The information provided in this section will be used to make a decision on the eligibility of all members of your consortium or, in the case of single applicants, your organisation.

Is this a consortium bid : (YES / NO)

If YES - please respond to points 1 to 6

If NO - please respond to points 7 to 10

### **Consortiums**

(Tick when complete)

1. Please list all members of the consortium and indicate the status of each member (e.g. registered charity, not-for-profit limited company, for-profit organisation etc).
  
2. Please attach a copy of each member of the consortium's constitution or rules under which they are governed.
  
3. Please attach a copy of the most recent approved Annual Audited Accounts for each member of the consortium.
  
4. Please provide the name of the lead organisation.  
(If funding is agreed, this is the organisation to which funds will be disbursed)
  
5. Please provide a short title for your proposed portfolio/programme.  
(This is the title which will be used in all correspondence – so please make it clear and concise)

**Once complete, please move on to Section B.**

### **Single organisations**

(Tick when complete)

6. Please name your organisation and indicate its status (e.g. registered charity, not-for-profit limited company, for-profit organisation etc).
  
7. Please attach a copy of the constitution or rules under which your organisation is governed.

8. Please attach a copy of the most recent approved Annual Audited Accounts for your organisation.

9. Please provide a short title for your proposed portfolio/programme.

(This is the title which will be used in all correspondence – so please make it clear and concise)

**Once complete, please move on to Section B.**

## **SECTION B**

The information you provide in this section will be used to make a decision on the eligibility of the work you are proposing to support.

There is no set format for this section but would strongly recommend that, as a minimum, you ensure that your 1500 word (maximum) response addresses the issues listed below. These questions provide you with an indication of the factors that assessors will take into account during appraisal of your Concept Note.

- How much DFID funding (in pounds sterling) are you likely to request?  
(This will be a rough estimate and you will not be held to this at proposal stage)
- How long are you requesting support for?
  
- In which country/countries does your programme/portfolio intend to operate?
- Who will your partners in country be?  
(At this stage a full list of partners is not expected - but you should at least be able to say what type of organisations you are proposing to work with)
- What roles will your partners in country play?
- What experience do you and your local partners have of this type of activity?
- What aspects of governance and transparency will your activities address?
- What need will your proposal respond to? How significant are the problems you will address? Where did the idea for this programme/portfolio originate?
- What long term impact do you expect your programme/portfolio activities to have in terms of strengthening governance and transparency? What will this work change?

- What activities do you intend to support to achieve this?

And in addition, for consortiums:

- What role will each member of the consortium play?
- How was your consortium formed?

**Once complete, please move on to Section C.**

### **SECTION C**

10. Please say who the main contact person will be.  
(This person should be working for the lead organisation. Correspondence will be sent only to this contact person)

11. Please provide an e-mail address for the main contact person.

12. Please provide the phone number and full postal address for the main contact person.