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| **Youth Engagement Support Grants**  **CONCEPT PAPER APPLICATION COVER SHEET** | |
| **1. RfCP #: CEP-YESG-03** | **2. Legal Name of Organization/ Name of the informal group:** |
| **3. Legal Address:** | **4. Current Address (only if different from legal):** |
| **5. Office Telephone Number:** | **6. Tax Identification Number and Date of Registration:** |
| **7. Name and Contact Information (e-mail and telephone) of the Executive Director:** | |
| **8. Title of the Proposed Project:** | **9. Project Start Date: End Date:**  *Earliest possible start date to consider: March 1, 2018.* |
| **10. Will this project be sent or has it been sent to other donors?**  **No**  **Yes (if yes, list donors and amount requested on separate page.)** | |
| **11. Does the Concept Paper and/or budget contain any assistance to the government, both direct and indirect?**  **No**  **Yes (If yes, please describe.)**  **Please describe here:** | |
| **12. Does the Concept Paper and/or budget contain any lobbying activities? Lobbying is an attempt to influence specific legislation at the local or national level.**  **No** **Yes (If yes, please describe.)**  **Please describe here:** | |
| **13. I hereby, confirm that** *(Insert Legal Name of Organization)* **operates as an independent non-politically affiliated organization.** | |
| **14. I hereby, confirm that** *(Insert Legal Name of Organization)* **is not a debtor of the Government of Macedonia.** | |
| **15. This Concept Paper is for a grant under the Youth Engagement Support Grants. The estimated grant amount requested is USD** **$**  **Project Manager/Coordinator/Director Executive Director/Chair**    Type Name:       Date:       Type Name:      Date:  Please add your signatures and the date to the line above.  *The applicant certifies that the information contained is true and complete to the best of his/her knowledge.* | |

***Concept Papers that do not use and comply with this form and its instructions may be disqualified***

call for concept paper outline

I. Project Description

Section 1: Problem Statement

Describe in brief the current situation related to the key economic, social, and/or cultural problem(s) or need(s) that this project will address. Why pursue the proposed actions? Who are the groups affected by this problem(s)? How are the problems/topics of priority interest to Macedonian citizens in the areas of youth engagement, youth education, youth capacity building, socio-economic, educational, cultural and or/environmental issues, affecting the community that your youth CSO serves? *(maximum 300 words)*

[Problem Statement]

Section 2: Purpose and Objectives of the Project

Please explain the overall purpose of the project. What is your broad purpose? What are the specific objectives that you aim to achieve? Specifically, how will the problem be solved or the situation be improved as a result of the project? *(maximum 200 words)*

[Purpose and Objective of the Project]

Section 3: Proposed Approach (Project Implementation Plan)

Describe in brief the approach you plan to take to address the problem(s) and achieve the above-stated objectives. What are the strategies that you will pursue? How are these strategies innovative? What groups and institutions will be mobilized in support of this initiative? What decision-making institutions will you target? What other organization(s) are working on this issue? How will you cooperate/network with them? *(maximum 300 words)*

[Proposed Approach]

Section 4: Project Activities

Please briefly describe the activities you plan to carry out to execute your project. *(maximum 300 words)*

[Proposed Activities]

Section 5: Communication Strategy

Please briefly describe how you plan to use media and information tools to raise public, government, and media interest in both the issues addressed by the project and the project activities? How will you deliver your message to a wide audience? *(maximum 200 words)*

[Brief Communication Strategy]

***Section 6: Project Beneficiaries and Location***

List the target groups that will benefit from this project, and how each of these groups will benefit from the project? *(maximum 200 words)*

[Towns and cities where project will take place]

Section 7: Mainstreaming of Gender, Youth, Ethnic Minorities, and Vulnerable Groups

Please provide more information about how the project will ensure the active engagement and participation of women, youth, ethnic, religious, and sexual minorities, people with disabilities, and/or other vulnerable groups, or how the project will benefit them. *(maximum 150 words)*

[Brief Description of mainstreaming of gender, youth, ethnic minorities and vulnerable groups]

Section 8: Project Sustainability

How will you ensure sustainability of this project and/or its results after completing the project implementation? *(maximum 200 words)*

[Project Sustainability]`

Section 9: Budget with Budget Notes

Please attach the estimated budget. Complete the **Concept Paper Budget Template** and **Budget Notes** by following the Budget Guidelines found on the last page of this application form (Annex A). All budget expenditure should be shown in USD.

**Budget Notes**: Please provide narrative justification for each and every budget item in the budget template to determine cost reasonableness. Budget notes should provide the information of the proposed activity with sufficient details to determine cost reasonableness based on supported facts rather than guesswork. Specifically, budget notes must identify, justify, and/or explain:

a. each type of unit used

b. the number of unites proposed

c. the cost per unit

d. how costs were derived (determined to be reasonable).

Lump sums are not allowed under this grant, so each budget item should have its own breakdown.

**II. Background Information**

1. **Organizational Background of CSOs**

Please provide information on the organization’s mission and main programs; and the organization’s past experience in implementing activities related to youth and youth engagement. *(maximum 500 words).*

1. **Previous Activities of Non-registered Youth Groups**

Please provide information on any similar previous activities you have implemented in the past year related to youth and youth engagement *(maximum 500 words).*

annex A: BUDGET GUIDELINES

Please completea **Concept Paper Budget and provide Budget Notes.** The guidelines below will provide you with description of what costs are to be included in each of the line items, and the detail required. All budget expenditure should be shown in USD. If requested, applicant should be able to provide supporting documents to justify the costs.

1. **Staff Gross Salaries -** Includes direct costs for the services provided by employees with gross salaries working on the Project. Calculations of these expenditures shall be based on employment contracts concluded between the organization/employment agency and the employee. The budget should show the names and titles of the proposed staff and indicate whether salaries are full or partial. If partial, the percentage of work time covered from the salary should be indicated. This line item should not include consultants’ fees, honoraria, temporary personnel services and all other types of services.

Please note that the rate of 100% per month means that the proposed staff will allocate 8h/per day to the CEP. 50% engagement means that the staff member will allocate 4h/per day to the CEP Project. Please consider the staff member's current gross salary when allocating the required percentage for the CEP Project.

*Budget Notes*: In the budget notes justify the rate and engagement of the proposed staff and provide a brief job description. Include the name of the staff member where applicable.

1. **Rent and utilities** *-* Includes rental of office space as well as associated utilities payments and the amount to be covered under this Project. Utilities include electricity, heat, and water. Amounts for rent and utilities should be shown separately.

*Budget Notes:* Please indicate the basis of cost allocation. It could be the number of employees working on the Project or the space used by the employees working on the Project. Use the following allocation formula for a proportional/equitable distribution of costs between projects: cost for rent \*(number of people engaged in this project/ total number of staff members in the organization) = cost that can be charged to the Project.

*Example (for rent) = $800 full rent amount \* 3 people engaged in this project / 8 staff members in the organization = $300 (cost that can be charged to the Project)*

1. **Supplies** *-* Includes purchases of office supplies, such as paper, pens, folders, printer and photocopier cartridges, flash drives, and other office consumables for use during the Project.

*Budget Notes:* Please provide justification of costs incurred under this budget category.

1. **Equipment** *-* Includes purchases of equipment to be used during Project implementation. Each piece of equipment should be listed separately and the price per unit indicated.

*Budget Notes:* Please provide justification of costs by providing market research information and a description of the products to be used under this Project.

1. **Communications and postage** *-* Communications include telephone, fax, e-mail, and Internet expenses. Postage includes postage stamps, express mail services, and courier services.

*Budget Notes:* Please provide calculation for cost allocation and justification of costs incurred under this budget category.

1. **Travel and per diem** *-* Includes transportation costs for local travel, and per diem to cover accommodations, meals and incidental expenses incurred for travel on official business related to the Project.

*Budget Notes:* Provide travel details, purpose of the trip, destination, number of trips and costs per trip. Prices should be justified either by market rate, local regulations or your organization’s travel policies. Prices for per diem and lodging should be listed separately. Indicate if the Per Diem amount is based on the organization’s policy or Macedonian law.

1. **Contractual services** *-* Includes services provided on a contract basis, such as: consultant fees, honoraria, temporary personnel services, translation services, rented or leased equipment, audit fees, legal fees, accounting, and audit services (if performed by an outside contractor rather than in-house). Travel expenses for consultants should NOT be included under this item.

*Budget Notes:* Please provide rate justification for each budget line item under this category. Fees for each line item should be based either on organizations’ experience or market rate. Applicant must comply with its internal procurement policies and conduct market research/bidding process, as applicable, to justify rates.

1. **Other Direct Costs** *-* Includes any direct costs other than the ones mentioned under the above cost items. Items such as printing costs, training seminars, meetings, and conference expenses (room rental, equipment rental, coffee breaks and meals, materials, etc.), reference materials related to the project, and bank fees (up to 1%). Note: line items labeled “Miscellaneous” or “Contingency” will not be accepted. Applicant must provide cost breakdown for each line item. All proposed costs should be specified.

*Budget Notes:* Please provide justification for each line item under this category. Applicant must comply with its internal policies or conduct market research to justify the rates. In case of lunch, dinner, and coffee break, approximate number of participants should be provided. Price should be justified either by organization’s historic payments or market rate.

**Unallowable Costs** – The following expense categories are **unallowable** under the Project and should not be included in the proposed budget:

* **Entertainment –** Banquets, awards ceremonies, and meals for persons not in a travel status, tickets to shows or sporting events, and alcoholic beverages are not allowable.
* **Capital improvements –** The use of the Project’s funds for renovations or improvements to buildings, land, or equipment is prohibited.
* **Other –** Any expense that is not directly related to the program or project is unallowable. Costs such as kitchen help hired to prepare or serve refreshments for an event are unallowable, because these services are not directly related to the project plan. Gifts, gratuities, commissions, donations, fines, and penalties are not allowable expenses under the Project.
* **“Miscellaneous” and “Contingency” –** These types of costs are not allowed. All costs must be detailed in the budget in order to be allowable.
* **Ineligible Commodities and Services** – The following types of costs are not allowed under any circumstances: (i) Agricultural commodities (ii) Motor vehicles (iii) Pharmaceuticals (iv) Pesticide (v) Used equipment (vi) U.S. Government-owned excess property (vii) Fertilizer.