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| **Youth Engagement Support Grants**  **CONCEPT PAPER APPLICATION COVER SHEET** | |
| **1. RfCP #: CEP-YESG-02** | **2. Legal Name of Organization/ name of the informal group:** |
| **3. Legal Address:** | **4. Current Address (only if different from legal):** |
| **5. Office Tel 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:** |
| **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. 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 political, 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 information, improving the standard and quality of life of youth in Macedonia, good governance, public service improvement, rule of law, human rights, economic growth, business enabling environment, and monitoring and oversight of public institutions, 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 follow 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. Organizational background**

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).*

annex A: BUDGET GUIDELINES

Please complete *Annex A - Budget Template*. 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.

1. **Salaries -** Includes direct costs for the services provided by regular salaried employees working on the project. The budget should show the titles of those persons to be paid and note whether salaries are full or partial. If partial, the percentage of work time covered by the salary should be indicated. This line item should not include consultants’ fees, honoraria, temporary personnel services and all other types of services.Include cost of fringe benefits provided by the employer such as medical benefits, pension plan, etc. Note: If the organization budgets for fringe benefits, it must provide a proof that the requested fringe benefits are part of its policy.
2. **Rent and utilities** *-* Includes rental of office space for the project and associated utilities payments. The amounts for rent and utilities should be shown separately.
3. **Supplies** *-* Includes purchases of office supplies, such as paper, pens, folders, printer and photocopier cartridges, flash drives, and other office consumables for use in the project.
4. **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.
5. **Communications** *-* Communications includes telephone, fax, e-mail, and internet expenses.
6. **Travel** *-* Includes transportation costs for local travel, accommodation and meal costs.
7. **Contractual services** *-* Includes services provided on a contract basis, including: 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).
8. **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. Note: line items labeled “Miscellaneous” or “Contingency” will not be accepted. All proposed costs should be specified.
9. **Bank Charges** – Includes bank servicing charges up to 1%.
10. **Unallowable Costs** – The following expenses 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