

Project Concept Note

Project Concept Note should not be over 3-4 A4 pages

1. Project Name, Period and Location

Project Name:	Project Period(Months):
Project Location:	

2. Organization Information

Name of Organization:	Phone/Fax:
	Email:
Address:	Website:
Type of Organization:	
<input type="checkbox"/> NPAs, <input type="checkbox"/> Government, <input type="checkbox"/> Community, <input type="checkbox"/> NGOs:	
Background of Organization:	
Project Team Leader1:	Email:
	Current Position
Project Team Member1:	Email:
	Current Position
Project Team Member2:	Email:
	Current Position
Phone/Fax:	Email:

3. Rationale for the proposed project: Give a brief summary of the reasons for the project.

Describe the current situation, the needs, the problems or challenges faced by the community, or school/college.

4. List and describe who will benefit from the innovation project.

5. Objectives/ activities /outcomes:

Please write: your main objectives; examples of the type of activities you would do to meet these objectives; and what are the Expected Results/ Outcomes for the beneficiaries:

Objective1:
Example of activities:
Expected outcome:
Objective2:
Examples of activities:
Expected outcome:
Objective3:
Examples of activities:
Expected outcome:

6. Describe how the project is an innovation? "New idea, device, or method or a better solution to a new or existing need" for the challenge or problem you described in section 3.

7. Project Costs: expected amount from the BEIF grant to achieve your project objectives:

Total proposed grant from BEIF:

8. Describe how you will monitor the project.

9. Describe how you would evaluate the success of the project.

10. When the project is completed what knowledge, specific skills or tools will the project have produced for the community/school/group of people.

11. When the project is completed. How do you see the project being extended or continued e.g. within your organization, school, district, province, or in Laos PDR?

12. Please tick an appropriate box showing how the project contributes to BEQUAL's Key Result Areas:

- a. Education Policy, Planning and Coordination;
- b. Increased Participation and Access;
- c. Teacher Education and Support;
- d. Teaching and Learning Resources;
- e. School Infrastructure.