## Annex A. Concept Paper Template

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| --- | --- |
| **Cover Page** | |
| **Title** | **APS-001**  **2024 USAID National Governance Program Annual Program Statement** |
| **Name of the organization** |  |
| **Address of organization** | Legal Address:  Actual Address: |
| **Representative of the organization** | Name:  Title:  Phone:  Email: |
| **Is your organization legally registered in Georgia** | ☐Yes  ☐No  **If yes, please provide registration document** |
| **Type of organization** | ☐ Local NGO  ☐ Research Organization  ☐ Think Tank  ☐ Private Company  ☐ Academia/Educational Institution  ☐ Business Association  ☐ Other (Please specify) |
| **Name of Authorized Representative, Title** |  |

|  |  |
| --- | --- |
| **Project Information** |  |
| **Name of the Project** |  |
| **Location** | City:  Country: Georgia |
| **Duration** | Months (maximum 10 months)  from [month] [year] to [month] [year] |
| **Budget** | Amount Requested: (GEL) |
| **Partners**  **(Optional, use if appropriate)**  **Please list all partner organizations involved in the project; insert as many lines as necessary)** | Name of the Partner Organization:  Role in the Project:  Contact Person:  Title:  Email:  Telephone: |

#### **Problem Statement (maximum one page)**

(Offer background information to help the reader understand the significance and scope of the problem. Support your problem statement with relevant data, facts, statistics, or evidence that demonstrate the existence and extent of the problem)

#### **Technical Approach (maximum one page)**

(Summarize the approach for achieving the desired outcomes and outputs. Describe sustainability of project results and anticipated impact on the beneficiaries)

#### **Summary Implementation Plan (maximum one page)**

(Provide a summary of the major tasks, milestones, and timeline)

#### **Organization Overview (maximum one page)**

(History, mission; evaluate the organization's structure and determine whether it supports the achievement of its goals, evaluate the organization's human resources, including staff skills and expertise, describe organization’s capacity to manage grant programs)

#### **Past Performance (maximum one page)**

(Similar projects or programs your organization has implemented, including the name of the project, donor(s), dollar value, geographic scope, and a brief technical summary of the project that includes results. Describe any experience you’ve had with USAID-funded grants)

#### **Estimated Budget Summary**

Summary the estimated costs by category. All cost must be in GEL. In case of preference, you can provide separate budget file in excel.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item** | **Est Unit Cost** | **Number of Units** | **Total Cost** | **Notes as applicable** |
| Salaries and Honoraria |  |  |  |  |
| Activity Costs |  |  |  |  |
| Other Direct Costs\* |  |  |  |  |
| **TOTAL Est** |  |  |  |  |

*\* INSTRUCTION: This may include miscellaneous costs that directly benefit the project. Link all the costs with activities listed above and describe the connection, break down costs and avoid any rolled up costs. To the best extent possible, clearly itemize costs and provide detailed budget notes with rate justification. Do not use lump sums.*

**Only selected applicants will be invited to participate in a co-design process to submit a full application.**

***DAI, as primary implementer of the National Governance Program, reserves the right to fund any or none of the applications submitted.***