**Annex 1- CONCEPT NOTE TEMPLATE**

Please enter the relevant information for the Call for Applications being applied for.

|  |  |
| --- | --- |
| Call for Applications Ref # |  |
| Call for Applications Title |  |

***Please ensure you complete all sections and attach all required documentation. The concept note should be no more than six (6) pages in length (not including additional supporting documentation).***

1. **Applicant contact details**

|  |  |  |
| --- | --- | --- |
| 1.1 | Name of point of contact for the applicant |  |
| 1.2 | Position of point of contact within the business / institution |  |
| 1.3 | Address |  |
| 1.4 | Phone number |  |
| 1.5 | Email address |  |

1. **Business / institution information**

|  |  |  |
| --- | --- | --- |
| 2.1 | Name of the business / institution |  |
| 2.2 | Year of establishment |  |
| 2.3 | Description of current business / institution structure and main business activities |  |
| 2.4 | Number of full-time staff / part-time staff |  |
| 2.5 | Mission / Objective of business / institution |  |
| 2.6 | Has your organization received any financial / technical assistance from international organizations or NGOs (if yes, please describe the content of the assistance) |  |

1. **Proposed innovation / activities**

|  |
| --- |
| **3.1. Describe the proposed business model/innovation/activities, including interaction with key market actors, and explain how and why it is feasible/viable in the current market context.***(Tip: Feasibility of solution - How will the expanded/changed business model deliver benefits to your organization and the target group (e.g. farmers, micro and small businesses) – and what are the costs and risks of expansion/change?)* |
| **3.2. Explain why the proposed innovation requires support from the Rural Resilience Activity** |
| **3.3. Proposed location of activities and target groups***(Tip: Identify and prioritize State(s) as well as target groups e.g. smallholder farmers, micro and small enterprises, youth and women, etc.)* |
| **3.4. Expected impact of the innovation on the target groups in the Call for Applications** *(Tip:Include economic or social benefits, number of individuals / households benefiting, demography of those benefiting e.g. women and youth)* |
| **3.5. Proposed list of activities needed to deliver the innovation***(Tip: Specify clearly the change steps and within those the activities that are being supported? ( Change steps and activities could include efforts to influence behavioural change through marketing, promotional activities, influencing events or similar means)* |
| **3.6. Describe how the innovation will be sustainable** |
| **3.7. Describe how your track record and experience will enable you to implement the innovation / activities successfully** |

1. **Financing**

|  |  |  |
| --- | --- | --- |
| 4.1 | Estimated cost of the entire initiative (NGN) |  |
| 4.2 | Total request for financing from RRA (NGN) |  |
| 4.3 | Total leverage ratio/cost share financing covered by the applicant (target 50%) |  |
| 4.4 | Describe other sources of financing (e.g. bank loan, family loan, own capital, other grants, etc) |  |

1. **Supporting documentation**

(If they are not available, please provide the equivalent information.)

* Company Profile
* Copy of business registration documents
* Copy of tax registration

PLEASE ATTACH THE FOLLOWING DOCUMENTS TO THIS FORM.

(If they are not available, please provide the equivalent information.)

*Required:*

* Company profile
* Copy of registration documents
* Copy of Tax Registration
* Copy of financial reports for the last one to two years, including any audit report (if available)

*Requested:*

* CVs of key personnel
* List of existing facilities/assets

**I HEREBY CERTIFY THAT THE INFORMATION PRESENTED IN THE CONCEPT NOTE IS ACCURATE AND COMPLETE.**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_