

PROJECT CONCEPT NOTE

General Information

Before you fill out, please, read the main provisions of the Call for Proposals under the Belarus Support Programme of the Federal Government of Germany:

- ✓ Terms and conditions for participation and general requirements

and make sure that you meet all the requirements for submitting a proposal.

Please, note that this Call for Proposals consist of two stages. Submission of a Project Concept Note is a **pre-selection stage** and shall include **only the minimum information** to get an idea about your future project. **Only the pre-selected entities** will be invited to submit the full proposals for participation in the final selection stage.

The Project Concept Note shall be submitted **in German or English**. In case the Project Concept Note is available in Russian or Belarusian, it shall be attached additionally as a text document.

Please, be in full compliance with the requirements for the volume of each section of this document and do not surpass the indicated values. You are required to fill out all the sections of the Project Concept Note without missing any of them. Incomplete Project Concept Notes shall not be accepted for consideration.

The Project Concept Note shall be submitted only online by filling out this electronic application form **up to 23:59 Sunday, December 1, 2019**. We advise that you do not postpone filling out the application form to the last moment and keep in mind possible poor Internet connection. After the above deadline, the application form acceptance service will be not accessible. We advise that you fill out the Project Concept Note offline first and then fill this information out in the online form.

Consultations for all the interested entities will be provided by the Dortmund International Center for Education and Exchange in Minsk, Berlin and Dortmund. We are pleased to help you in resolving any issues associated with your participation in the Call for Proposals under the Belarus Support Programme.

Please, note that **consultations** will be provided only subject to prior notice and filling out the electronic [consultation request form](#). We seek your understanding in this matter.

<p>Internationales Bildungs- und Begegnungswerk gGmbH Bornstraße 66 44145 Dortmund fpb-belarus@ibb-d.de Fax: +49 (0) 231-52 12 33</p>	<p>Office of Dortmund International Centre for Education and Exchange in the Republic of Belarus 11, Gazety "Pravda" Ave., office 408 220116, Minsk Tel./fax: +375 17 297 61 36, ibb@ibb.by Tel.+375 17 297 69 22, fpb@ibb.by (Belarus Support Programme)</p>
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1. General Information about the Project

Project title (up to 10 words):

Project type:

Type of the Project	Tick the appropriate box
District	<input type="checkbox"/>
Inter-district (regional)	<input type="checkbox"/>
National (inter-regional)	<input type="checkbox"/>

Project location (region(s), district(s), settlement(s) where the Project activities will be implemented:

Amount of funding requested:

XX.XXX EUR

2. Project Summary

2.1. A Project summary (up to 1000 words) in Russian or Belarusian (the text shall be equal to the narrative in German or English):

Describe the challenge you plan to address? Why is this needed? How do you plan to do this and how will the situation change upon completion of the Project?

2.2. A Project summary (up to 1000 words) in English or German (the text shall be equal to the narrative in Russian or Belarusian):



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3. Information about the Project Applicant and Partners

Project applicant (entity that submits the Project application)

Entity name	City, country	Legal status

What are the objectives of the entity (up to 50 words)?

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Applicant's experience in the domain associated with the topic of the Project (up to 100 words)

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Person responsible for the Project:

Full name	E-mail	Mobile phone

Principal Project Partner

Entity name	City, country	Legal status

What are the objectives of the entity? (up to 50 words)

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Responsibilities of the Principal Project Partner (up to 100 words)

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Contact details of the Principal Partner:

Legal address of the entity	Telephone, e-mail, website of the organization	Person responsible for the Project (e-mail, Skype, mobile phone)

Information about other project partners (if any):

Entity name, legal status	City (country)	Address and website	Responsibilities/Activities under the Project



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Does the Project provide for engagement of partners or experts from Eastern Partnership countries? If yes, please, specify the proposed format of engagement and the role of such a participant (up to 100 words):

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Distribution of roles and tasks among all involved (up to 100 words):

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4. Project Rationale

Which priority thematic area of the Belarus Support Programme does the Project refer to? (Only one area can be selected!)

- ✓ Inclusive and equitable society (social innovations, social entrepreneurship, active aging);
- ✓ Localization of the 2030 Sustainable Development Agenda;
- ✓ Green transition and digital transformation;
- ✓ Development of progress monitoring and evaluation systems in the context of the implementation of the 2030 Agenda.

Short description of the contemporary challenge (up to 300 words)

Describe the situation the Project aims to change

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Please, specify Project target groups

Project target groups (from one to three)	Expected number of representatives of the target groups to be engaged in the Project

Brief description of the content of the Project (up to 300 words)

Describe intentions of the applicant and the Project partners to change the negative situation)

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Project objective (up to 20 words)

The main objective the Project aims at

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Goals and expected results of the Project

What specific goals does the Project have? Specify at least 2 and up to 5 goals



- 1.
- 2.
- 3.
- 4.
- 5.

What special knowledge/competencies/methods will the Belarusian partner acquire as part of the Project? (up to 50 words)

Please, provide general description of the Project activities specifying the territory of the Project (up to 300 words)

What actions and activities are expected to be implemented as part of the Project and who will benefit from them (e.g., training of representatives of target groups in the format of trainings and seminars in the city/town X; round tables with representatives of local authorities, etc.)

How will the sustainability of the Project maintained after the funding is ceased? (up to 50 words)

5. Outputs and Outcomes

What qualitative and quantitative outputs will the Project achieve? (up to 100 words)

What long-term outcomes do you expect from the Project (up to 50 words)?

(e.g., drafted recommendations, proposals, policies, publications, study guides, manuals, plans, draft laws, regional-level disaggregated data, etc.)

How does the Project contribute to the implementation of the 2030 Agenda? (up to 50 words)

Do you plan to establish and strengthen the permanent formats of intersectoral collaboration (e.g., councils, networks, working groups, etc.)? (up to 50 words)

How do the Project partners plan to disseminate information about the activities and outcomes of the Project (including liaison with the media and the public)? (up to 50 words)

(e.g., through a website (please, specify the website), social networks (addresses), media (please, specify), etc.)