**CONCEPT NOTE APPLICATION FORM**

**CHECKLIST**

***Please make sure your application includes each item specified in the below checklist.***

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| --- | --- | --- |
|  | YES | NO |
| Concept note (Word Format) |  |  |
| Registration certificate |  |  |
| Audited organisational financial statements for the last two fiscal years. In the absence of audited statements, other official documents, signed by an authorised representative and demonstrating annual income will be accepted |  |  |
| For previous UNOV/UNODC grantees only:Statement detailing* lessons learnt from previous funded project(s);
* the difference between the proposed project and the previous project. At a minimum, it is expected that the proposal will include new activities, target group(s) and/or location(s)
 |  |  |

**CONCEPT NOTE**

1. **CAPACITY OF THE ORGANISATION**

**1.1 Applicant details**

|  |  |
| --- | --- |
| **Name of APPLICANT** |  |
| **Address of APPLICANT** |  |
| **Type of institution**  | *Non-governmental organization (NGO); Community-based organization (CBO)* |
| **Date of registration** |  |
| **Place of registration** |  |
| **Website**  |  |
| **Headquarters location**  | *City and country* |
| **Primary contact person**  |  |
| **Telephone number**  |  |
| **Email address** |  |

* 1. **Prior experience in implementing similar activities**

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| --- | --- |
| **Number of years** implementing activities in the area of direct assistance to victims of trafficking in persons in line with the [Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime](https://www.unodc.org/unodc/en/organized-crime/intro/UNTOC.html) or in providing other services to vulnerable populations including IDPs and forcibly displaced persons. |  |

*Please provide a description of up to three recent projects through which the applicant has provided direct assistance to victims of trafficking in persons.*

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| **Project 1** |
| **Name of the project**  |  |
| **Description of the project** |  |
| **Name of donor** |  |
| **Location** |  |
| **Duration** |  |
| **Total cost** |  |
| **Number of staff involved** |  |
| **Results**  |  |

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| **Project 2** |
| **Name of the project**  |  |
| **Description of the project** |  |
| **Name of donor** |  |
| **Location** |  |
| **Duration** |  |
| **Total cost** |  |
| **Number of staff involved** |  |
| **Results**  |  |

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| **Project 3** |
| **Name of the project**  |  |
| **Description of the project** |  |
| **Name of donor** |  |
| **Location** |  |
| **Duration** |  |
| **Total cost** |  |
| **Number of staff involved** |  |
| **Results**  |  |

1. **APPROACH**

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| --- | --- |
| **Project title** |  |
| **Grant amount requested from UNODC in USD** |  |
| **Location of the project** |  |
| **Project dates**  |  |

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| **2.1 Project summary** |
| **Please describe the proposed project, and the way in which it responds to the objectives (see Call for Proposals 1.2) and thematic focus (see Call for Proposals 1.3) of this grants programme** |
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| **Please state which forms of exploitation will be targeted (see Call for Proposals 1.4)** |
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| **2.2 Beneficiaries**  |
| **Please give a rough estimate of the number and characteristics of the beneficiaries that the project will reach; and specifically which of the priority populations (see Call for Proposals 1.4) will be targeted** |
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| **2.3 Methodology**  |
| **Please describe the project methodology; and specifically which of the priority indicative activities (see Call for Proposals 3.1) will be utilised** |
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| **2.4 Expected results of the project**  |
| **Please explain what the expected results of the proposed project will be on the situation of end-beneficiaries; provide information on how the differing needs of women and men have been addressed** |
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