

**USAID Pacific-American Climate Fund**

**Appendix 1 – Concept Paper Template**

|  |
| --- |
| **Instructions to complete the Concept Paper Template are provided in gray.** |

**I. General Information**

|  |  |
| --- | --- |
| **Name of Organization**  |  |
| **Office Address**  |  |
| **Location Where Founded/Organized** |  |
| **Website** |  |
| **Phone Number**  |  |
| **Date Established**  |  |
| **Brief Organizational Profile and Legal Status** |  |
| **Organizational Size** *(Annual Revenue, in US Dollars)* |  |
| **Board of Trustees/ Board of Directors and/or Owners** | Please list names, nationalities and position of Board of Trustees or similar governing body. |
| **Name** | **Nationality/Contact No./Email Address** |
|  |  |
|  |  |
|  |  |
| **Contact Person/s** | **Name Position in the organization Email** |
|  |
|  |
| **Name, Position and Signature of Authorized Representative** | On behalf of the Applicant identified in Section 1, “General Information,” of this application, I hereby certify that to the best of my knowledge, this application in its entirety contains only true and current information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ Signature over name and position title Date |

**II. Project Information**

|  |  |
| --- | --- |
| **Proposed Project Title** |  |
| **Geographic Coverage** |  |
| **Target Beneficiaries** |  |
| **Proposed Partners** |  |
| **Project Timeframe** |  |
| **Requested Budget from PACAM** |  |

**III. Technical Narrative**

|  |
| --- |
| **I. PROJECT DESCRIPTION****A. Project Background** Instructions: Please give a brief description of the climate change adaptation needs to be addressed. The description should address the following two questions:1. What are the main climate risks or hazards in your community? (e.g., sea level rise, changing rainfall and temperature patterns, greater frequency of storms or floods, ocean acidification, etc.);
2. How do they impact a key development priority in your community? (e.g., food security, water security, health, livelihoods, infrastructure, ecosystems, etc.)
 |
|  |
| **B. Project Goal Instructions**: In view of your answers to the two questions above, state the goal and objectives of your climate change adaptation project. The objectives should include how your proposed project will: 1) Reduce exposure and sensitivity to these climate impacts; and/or 2) Increase the capacity to adapt to these impacts? |
|  |
| **C. Co-Benefits:** Describe how the project will address the identified problems or needs. Include details about how the proposed project will provide co-benefits, such as livelihoods enhancement, food security, water security, improved health, sustainable natural resources management or good governance. |
|  |
| **D. Gender Focus Instructions:** Outline any steps the project will take to ensure a gender sensitive approach and to promote equal opportunity for male/female participants and beneficiaries. |
|  |
| **E. Sustainability Instructions:** Provide details how the project will ensure project outcomes will be sustained in the long term. |
|  |
| **II. PROPOSED ACTIVITIES** INSTRUCTIONS: Insert as many spaces for additional activities as needed below, maintaining the page limit for this section. Briefly describe the major activities necessary to achieve the anticipated project outcomes and impacts in the spaces below. Please provide details of what will be done, who will benefit? Who will participate? What are the beneficiaries’ roles and responsibilities in delivering the project results? |
| Proposed Activity 1: |
| Proposed Activity 2: |
| Add More Activity Rows as Needed |
| **III. TARGET OUTCOMES**INSTRUCTIONS: List the expected outcomes of the project in the space below. The outcomes reflect the changes the project will effect or contribute to. |
|  |
| **IV. INSTITUTIONAL CAPACITY AND PAST PERFORMANCE**INSTRUCTIONS: Briefly describe your organization’s ability to successfully implement the proposed project. Highlight partnerships (if any) and similar projects undertaken in the past three years. |
|  |

**IV. Summary Budget**

|  |
| --- |
| INSTRUCTIONS:Proposed summary budgets should be estimates of the total cost of the proposed project. This includes the estimated amount of necessary labor/salaries, travel, capacity building expenses (i.e., trainings and training related expenses for the applicant), and other direct costs, such as the cost of equipment, insurance, etc.). Summary budgets should not exceed $250,000 and should not be for a period longer than 24 months. At the full application stage, applicants will be requested to submit a detailed budget, which will itemize individual costs. The concept paper summary budget is an estimate and summary of those detailed costs. |
| **ITEMS** | **YEARLY EXPENDITURES** | **TOTAL** |
| Project Staff/Labor |   |  |   |
| Travel, Transportation and Per Diem |   |  |   |
| Capacity Building and Training Costs |   |  |   |
| Other Direct Costs |  |  |  |
| **TOTAL Requested Budget from PACAM** |   |  |   |