

**USIP Pakistan Program**

**Peacebuilding Practitioners’ Fund**

**Concept Note Format**

Locally registered organizations are eligible to submit a four-page concept note that should include:

1. **Overview:**

* A brief description of the proposed project
* The specific need / problem that the project will address including information specific to the region / area of implementation
* The objectives (long term impact) the project intends to achieve
* A brief summary of the project’s theory of change (the process by which this project will achieve long term impact).

1. **Project Design**

* List of activities which will be conducted during the project. Activities must be clear and logically contribute to achieving stated objectives.
* The project’s expected outcomes, or what will have been achieved at the end of the project.
* How will you evaluate / assess project outcomes and the likelihood of long term impact?
* Project’s implementation timeframe
* Project estimated costs (both total cost and the amount requested from USIP in PKR).
* A rough budget indicating the breakdown between activities.

1. **About the Applicant:**

* A short statement describing your organization, including its purpose, and registration status.
* Names of project technical leads; their qualification and relevant experience.

Please note that after review of concept notes, only shortlisted applicants will be contacted and invited to submit full grant applications to USIP.