



Community Media Fund (CMF) Concept Note Guidelines

Please follow the guidelines and complete this concept note template as part of the application process. The concept note is the first step of the CMF application process. Applicants whose concept notes have been shortlisted for further consideration will be notified, and will be asked to submit a more in-depth project proposal for further review. Budgets should be prepared in United States Dollars (USD). Please submit concept notes, budgets, and attachments via-email to cmf@hivos.org no later than **31 July, 2019 at 17.00 East African Time (EAT) (UTC+3)**.

1. Proposed Project Details

Please provide details (as applicable) below:

Title of Proposed Project:

Proposal submission date:

Grant amount requested (in USD)

2. Applicant contact information

Please provide details (as applicable) below:

Name of organisation:

Mailing address:

Physical address (if different from mailing address):

Website (if applicable):

Primary contact person:

Title:

Email:

Telephone number:

Fax number (if applicable):

Second contact person:

Title:

Email:

Telephone number:

Fax number (if applicable):

3. Project Geographic Scope

Please provide details on the geographic location (s) where the project will take place.

The project activities will take place in _____.

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4. Project Timeline

Please enter the proposed project duration below. Kindly note the CMF will awards grants for a maximum of six months.

The proposed project duration is Months.

5. Concept note narrative (add a maximum of four A4 pages)

Please summarize in narrative form the answers to following questions about the proposed project.

*Please limit your description to **FOUR** pages (A4 size). The concept note narrative can be written in any order. You do not have to follow the sequence below as long as the information requested is addressed in the concept note.*

A. Implementing organisation

Please provide a brief history of the organisation, including a description of the organisation's legal status and registration and experience in implementing projects. If applicable, please provide a brief description of any key project partners, including the length of their relationship with the implementing organisation, and details on how they will be involved in the project.

B. Project summary

Please provide a brief overview of the purpose, issues, and problems to be resolved by the proposed project. Please provide a brief explanation of the relevance of the proposed project to the thematic areas in the CMF call for proposal (*Producing and disseminating media content about their host communities; and/or focusing on issues of transparency, accountability, financial literacy greater access to data, social justice, or investigative reporting*). Below are some questions to help guide your explanation. The summary can address the items in any order you chose.

- *Why is this project needed?*
- *What is the key objective?*
- *What are the planned activities?*
- *How is this project different/unique from other projects addressing the same issue?*
- *What outcomes is the project seeking to accomplish?*
- *How many people will be reached by the project interventions?*
- *Will the project have multiplier effects?*
- *How will the project achieve sustainability?*