

# Project Concept Note

Project Concept Note should not be over 3-4 A4 pages

## 1. Project Name, Period and Location

<b>Project Name:</b>	<b>Project Period(Months):</b>
<b>Project Location:</b>	

## 2. Organization Information

<b>Name of Organization:</b>	<b>Phone/Fax:</b>
	<b>Email:</b>
<b>Address:</b>	<b>Website:</b>
<b>Type of Organization:</b>	
<input type="checkbox"/> NPAs, <input type="checkbox"/> Government, <input type="checkbox"/> Community, <input type="checkbox"/> NGOs:	
<b>Background of Organization:</b>	
<b>Project Team Leader1:</b>	<b>Email:</b>
	<b>Current Position</b>
<b>Project Team Member1:</b>	<b>Email:</b>
	<b>Current Position</b>
<b>Project Team Member2:</b>	<b>Email:</b>
	<b>Current Position</b>
<b>Phone/Fax:</b>	<b>Email:</b>

## 3. Rationale for the proposed project: Give a brief summary of the reasons for the project.

Describe the current situation, the needs, the problems or challenges faced by the community, or school/college.

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## 4. List and describe who will benefit from the innovation project.

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**5. Objectives/ activities /outcomes:**

Please write: your main objectives; examples of the type of activities you would do to meet these objectives; and what are the Expected Results/ Outcomes for the beneficiaries:

Objective1:
Example of activities:
Expected outcome:
Objective2:
Examples of activities:
Expected outcome:
Objective3:
Examples of activities:
Expected outcome:

**6. Describe how the project is an innovation?** "New idea, device, or method or a better solution to a new or existing need" for the challenge or problem you described in section 3.

**7. Project Costs:** expected amount from the BEIF grant to achieve your project objectives:

Total proposed grant from BEIF:
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**8. Describe how you will monitor the project.**

**9. Describe how you would evaluate the success of the project.**

**10. When the project is completed what knowledge, specific skills or tools will the project have produced for the community/school/group of people.**

**11. When the project is completed. How do you see the project being extended or continued e.g. within your organization, school, district, province, or in Laos PDR?**

**12. Please tick an appropriate box showing how the project contributes to BEQUAL's Key Result Areas:**

- a.  Education Policy, Planning and Coordination;
- b.  Increased Participation and Access;
- c.  Teacher Education and Support;
- d.  Teaching and Learning Resources;
- e.  School Infrastructure.