

**The Lutheran World Federation**

Department for Mission and Development

Project Coordination and Monitoring desk

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**Concept note for LWF Member Church Project**

*Please fill in only grey fields. Use the Tab button to move to the next field.*

*Only complete applications will be accepted. Max five pages (including Financial Plan)*

**1. Summary of Basic Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Project:** |  | | | | | |
| **Applying Church/Institution** |  | | | | | |
| **Contact Person:** |  | |  |  | | |
|  | *First name* | | | | *Last name* | |
|  |  | |  |  | | |
|  | *Email* | | | | *Telephone* | |
| **Name of Endorsing Church:** |  | | | | | |
| **Project Period:** | **From:** | | | **To:** | | |
| **Status:** | Phase 1 (New) | Phase 2 | | | | Phase 3 |
|  |  |  | | | |  |
| **2. Amount Requested to the LWF**  **The minimum annual budget for a project is 5000€ and maximum 90,000€. Please see below the three budget categories and select the category according to the resources and capacity of the church:**  5,000 up to 15,999 Euros (minimum application and reporting requirements)  16,000 up to 50,999 Euros (standard application reporting requirements)  51,000 up to 90,000 Euros (high application and reporting requirements) | | | | | | |

**3. Project Background and Rationale**

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| **Provide brief background on the project and its geographical location. Explain the problems the project is responding to, including the needs and opportunities to be addressed. How does the project link to the priorities of the member church? How does this new phase of the project link to the previous phase(s) (if any)?** |
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**4. Project Goal**

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| **What is the overall goal the project aims to achieve** |
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**5. Expected Results**

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| **Give concrete results that the project is expected to achieve during this project phase** |
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**6. Objectives of the Project and Main Activities**

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| **Describe the objectives of the project (max 3) and the main activities for each (max 5 per objective). Be SMART (Specific, Measurable, Achievable, Realistic and Timebound).** |

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| --- | --- |
| **Objective 1:** | **Activities:** |
|  | Activity 1  Activity 2  Activity 3  Activity 4  Activity 5 |
| **Objective 2:** | **Activities:** |
|  | Activity 1  Activity 2  Activity 3  Activity 4  Activity 5 |
| **Objective 3:** | **Activities:** |
|  | Activity 1  Activity 2  Activity 3  Activity 4  Activity 5 |

**7. Target Group**

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| **Describe the target group/participants. Be specific, provide numbers and indicate the gender of potential participants. How have you involved the target group in the planning of the project? How do you plan to involve them in its implementation and management?** |
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**8. Gender-analysis and Youth Participation**

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| **What are the roles and responsibilities of women and men in the project? What are the different approaches needed to produce outcomes that are equitable? How will the participation of youth be ensured at all levels of the project?** |
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**9. Organizational Capacities**

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| **Who will be responsible for the implementation and monitoring of the project? What expertise, experience and competencies will those responsible have to implement this kind of work? What other programs / projects are under the responsibility of those running this project? Will you need to engage or acquire additional capacities? Describe the financial management systems in place, including the budget those responsible will have.** |
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**10. Sustainability**

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| **How will you ensure continuity of the work after support from the LWF has ended? What are your exit strategies** |
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**11. Comments**

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| **You can use this space to provide any other relevant information to support your application** |
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**12. Financial Plan (in local currency)**

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| **Total income needs to correspond to total expenditures** |

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| --- | --- | --- | --- |
|  | **Yr. 1** | **Yr. 2** | **Yr. 3** |
| **1. Program/project Costs** |  |  |  |
| * 1. Objective 1 |  |  |  |
| * 1. Objective 2 |  |  |  |
| * 1. Objective 3 |  |  |  |
| 1.4. |  |  |  |
| **2. Administrative costs** |  |  |  |
| 2.1. |  |  |  |
| 2.2. |  |  |  |
| 2.3. |  |  |  |
| **3. Capital Costs** |  |  |  |
| 3.1. |  |  |  |
| 3.2. |  |  |  |
| 3.3. |  |  |  |
| **Total** |  |  |  |
|  |  |  |  |
| **Grants and Own Income** |  |  |  |
| 1. Own (specify) |  |  |  |
| 2. Grants (specify) |  |  |  |
| 3. Amount requested from the LWF |  |  |  |
| **Total** |  |  |  |