**CONCEPT NOTE**

# [Name of Proposed Project or Initiative]

|  |  |
| --- | --- |
| **ORGANIZATION** | Name  Address |
| **PROJECT DURATION** |  |
| **AMOUNT** | USD $ |
| **CONTACT** | Name, Title  Email  Telephone |
| **SUBMISSION**  **INFORMATION** | **Submitted on:**  **Submitted to:**  Name, Title  Global Disaster Preparedness Center  *hosted by the American Red Cross*  *2025 E St. NW*  *Washington, DC 20006*  Email  Phone number |

**PROJECT RATIONALE**

* Why does the project matter?
* What is the target audience for the project?

# PROPOSED PROJECT

**Goal and Objectives**

* What does the project aim to do?

**Overall Approach and Methodology**

* What is the overall approach to achieve the project goals and implement the work?
* Please provide some general information on the planned methodology.

**Major milestones and Key activities**

* List milestones and key activities and give a sense of the timelines

**Expected results**

* What will the project achieve and how will this benefit the Red Cross network and the wider humanitarian community?

**Monitoring and Evaluation**

* Insert narrative on how progress will be monitored during the project
* Insert narrative on how outcomes and impact will be evaluated at the end of the project.

# OrganizationAL BACKGROUND

* Include short description of staff’s expertise and experience

# Annex I Budget estimate