**FUNDING APPLICATION - CONCEPT NOTE**

1. **Organisation Information**

|  |  |
| --- | --- |
| Name of organisation |  |
| Contact Person | Name: | Position: |
| Tel: | Email: |
| Overview of organisation | * Business nature
* Vision & mission
* Products/ Services provided
* Organisation size
 |
| Past experience of Wofoo Funding application  |  |
| Organisation website |  |

1. **Project Summary**

|  |  |
| --- | --- |
| Project Name |  |
| Project Duration |  |
| Amount of Funding Sought |  |
| The initiative related to Wofoo |  |
| Target Beneficiaries (with quantity) |  |
| Rationale for the Project | * why this project is worthy of funding and conducting
 |
| Project Description | * Objectives and goals
* Different components of the project
* Project Strategies
* Expected social outcomes to target beneficiary
* Innovation (How different it is for other similar projects)
 |
| Project Team & Project Partners | * Team (e.g Project Manager, Communications Director, Communications Officers)
* Existing partnership
 |
| Budget Estimate | Expenditure* Programme
* Publicity
* Manpower
* Contingencies

Income |