**FUNDING APPLICATION - CONCEPT NOTE**

1. **Organisation Information**

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| --- | --- | --- |
| 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**

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| --- | --- |
| 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 |