



## PROJECT CONCEPT NOTE

<b>1. General Description</b>	
1.1 Project title <i>(Please specify if the concept note was submitted to APFNet before)</i>	
1.2 Project implementation duration <i>(in month)</i> and expected start time	
1.3 Project location(s)/target economy	
1.4 Budget (in USD) <i>(✕counterpart contribution shall account for 20% or more of the total project budget)</i> . Total Budget: _____ Expected Grant from APFNet: _____	
1.5 Thematic priority and project category <i>(Please refer to APFNet Strategic Plan 2016-2020)</i> Thematic priority: _____ Project category: _____	
1.6 Brief project relevance to (1) APFNet priorities, objectives, mission and vision; (2) forests management and forestry development in target economy(ies).	
1.7 Briefly specify if any study or research on the topic is done and results obtained. If any, please attach details or related documents. <i>(one more page could be supplemented for items 1.6 and 1.7)</i>	
<b>2. Proponent(s) Information</b>	
2.1 Project Proponent(s): Main contact: Agency/organization/entity: Superior Forestry Authority (if any): Email: _____ Tel: _____ Fax: _____ Backup contact: _____ Email: _____ Tel: _____	
Prepared and Submitted by  _____ [Printing name and title]	Reviewed and Nominated by  _____ [Printing name and title]
Project Proponent Signature _____ Date _____	Council Representative Signature _____ Date _____

### **3. Project Synopsis** (*max 2 pages*)

Please brief: (1) context and problems/issues to be addressed, (2) goal(s) and objectives, (3) expected outputs/deliverables, (4) potential beneficiaries and main stakeholder(s), (5) strategies and approaches, (6) key activities, and other information deemed necessary/important to present.

4. Budget estimation	Unit	Quantity	Price per unit (USD)	Source of funding		TOTAL
				APFNet Grant	Counterpart Contribution	
<b>Project staff cost</b> (salary and regular allowance for project staff and management personnel)						
<b>Consultants cost</b> (local and international consultants' fees)						
<b>Travel and related cost</b> (air fare, local travel, per-diem and etc, including project personnel, consultants, guests and participants for project events )						
<b>Meeting and training cost</b> (venue, facility, hospitality, speakers/experts' fees , participants accommodation, meeting materials, etc)						
<b>Field activities cost</b> (labor cost for local community planting, etc)						
<b>Publication &amp;Dissemination cost</b> (formulation, editing, publishing of articles, reports, books and information products and organization of outreach activities, media activities)						
<b>Office Operation cost</b> (project administrative management fee and administrative staff cost, lease/rental of office premises, office and facility maintenance, etc)						
<b>Procurement</b> (purchase of vehicles, equipment, facilities etc)						
<b>Monitoring, evaluation and audit cost</b>						
<b>TOTAL</b>						

**Note: for project concept note appraisal phase, sub-headings for each budget category are not required.**