

GENERAL INFORMATION ABOUT A CONCEPT NOTE

What is a Concept Paper?

A Concept Note is perhaps the shortest expression of a project idea given on paper to a donor. It is usually requested by the donor in situations where no proposals have been solicited. Most of the donor agencies prefer to understand the project through the Concept Note rather through a full fledged proposal.

Advantages of a Concept Note

Concept Note has many advantages for Clubs seeking funds. It practically gives a framework for ideas when they are organized on paper. It is also [the first expression of the project and gives the flexibility for the Club to work and re-work on idea before presenting it to the donor.

What should be the size of a Concept Note?

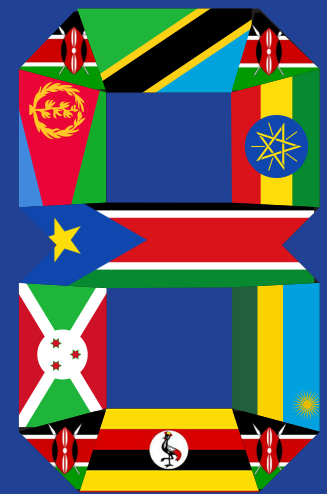
This actually depends upon the donor requesting the Concept Note. However, we need to remember that it is the shortest possible text for our project idea. So, the shortest the better. Most donor agencies request a minimum of one page to a maximum of three pages.

Is there a specific format for writing the Concept Note?

Usually donors do not have a format for a Concept Note as they have a full proposal. But, there are some agencies, which issue solicitation for Concept Notes based upon a basic format given in their guidance.



EAST
AFRICAN
PROJECT FAIR
(EAPF) 2019



COUNTRIES
UNITE
FOR THE
SAME
CAUSE

Kenya | Uganda | Tanzania | Eritrea | Ethiopia | South Sudan | Rwanda | Burundi

Clubs should submit project concepts using the following standard format and guidelines:-

- Club Name** (provide the full name of the Rotary Club proposing the project)
- Title of the Proposed Project** (provide a clear and concise title i.e. one clear and succinct sentence describing the anticipated change)
- Rotary Area of focus** (state the Areas of Focus the proposed project will address)
- Project Location** (where will the project take place? i.e. community, town or village and country)
- Background and justification for the Proposed Project** (provide a brief introduction to the current social and economic situation related to the geographic region and beneficiaries of the project. What community needs will your project address and how were these needs identified. Describe how your project will address these community needs (Attach a copy of the community Assessment)
- Project Objectives** (in a few short sentences, describe the objectives for the project i.e. what the project is expected to achieve in terms of effects among intended beneficiaries)
- Project Beneficiaries** (list the name(s) of the key project beneficiaries i.e. who and how many people are expected to benefit from the project, both directly and indirectly. Also make a mention of how intended beneficiaries have been involved in project design, and their expected role in project implementation and evaluation)
- Project Activities** (provide a listing of proposed project activities i.e. tasks to be carried out)
- Expected Results** (provide a listing of the expected outcomes of the project)
- Budget Estimates** (provide a list of proposed budget line items.
The budget should be prepared in US\$)
- Financing Plan** (please indicate how do you envisage or plan to finance the project - i.e. Club to club; District to Club; Global Grant; GG with VTT? Will you apply for DDF (District Designated Fund) from your District to assist with the financing?)
- Complete Contact Information** (provide full name(s) and contact details (telephone number(s) and e-mail(s) of the Club's lead officer(s) for the project)

FURTHER GUIDELINES

- Size of project concept (**two to two and a half pages maximum**)
- Deadline for submission (**28th February 2019**)
- The project concept should be submitted using the above format in soft copy in MS Word to either earotaryprojectsfair@gmail.com or visit www.rotaryeapf.org for more information

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What is the Projects Fair?

The Eastern African Project Fair is an event where Rotary Clubs in Eastern Africa offer humanitarian projects for review and funding by international partners.

What is the objective of the projects fair?

The main objective of the fair is to bring together Rotarians from outside our Districts to explore possible partnering of projects. International partners also have the opportunity to actively participate in Rotary Club projects in host communities during their visit to the fair.

Where will the EAPF be held?

This year's Project Fair will be held at Pride-Inn-Paradise Hotel, Shanzu, Mombasa.

When will the EAPF take place?

The Project Fair will take place alongside the DCA between May 1st and May 5th 2019.

How is the Project Fair implemented?

Each club in Eastern Africa occupies a fair booth, decorates it to draw attention to its offering, and provides well-researched project proposals in line with the Rotary Foundation's funding requirements. International Partners visit the project fair at their own expense. They will review, select and provide funding for proposals through their clubs and/or districts, either alone or through global grants.

Which Countries will participate in the EAPF?

Participating countries will be Kenya, Uganda, Tanzania, Eritrea, Ethiopia, South Sudan, Rwanda, and Burundi.

How does a Participating Club get value for their participation?

The organizing committee will invite many international partners to the project Fair. Participating clubs stand a high chance of getting funding for their projects.

Which Projects can be submitted for exhibition?

Category A - A project that can be financed without the support of the Rotary Foundation (Between \$1,000 and \$7,500)

Category B - A project that can be funded by a district grant (Between \$5,000 and \$10,000)

Category C - No more than two global grant projects, one of which must not exceed \$100,000 in total funding including club, DDF, TRF funding.

What is the cost of participation for each club?

A booth will cost \$200. Two clubs can jointly share a booth.

How many representatives can a Participating club send?

Participating clubs will be allowed 2 members each at the booth. Sharing clubs will be allowed 1 member each, however clubs can send as many members as long as they cater for them.

Will participating clubs be required to submit their projects to the organizing committee for review before the Project Fair?

Yes, please see format on the next page

