# Annex 1a Concept Note

**Green Agenda Multiplier**

**Grant Support Program for CSOs and CSOs’ Networks**

Project Green Agenda Navigator

*Empowering civil society to support development of climate-neutral and climate-resilient economies in the Western Balkans*

*The application form must be filled out in the specified format, using Arial font, size 11, single line spacing, while left and right margins must not be less than 2 cm. Adherence to the specified format is mandatory. Before submitting your project idea proposal, please check that you have filled out all sections of the application form. After reading this instruction and everything written in red in the form, you can delete it.*

## 1. ABOUT THE PROJECT

### 1.1. Basic information

|  |  |
| --- | --- |
| Project name |  |
| Name of the lead applicant |  |
| Name of the project partner(s) (if any)  \*If applying under Lot 2 as network, list all partner organizations in this section |  |

### 1.2 Brief Overview of the Project idea

|  |  |
| --- | --- |
| Thematic area of project idea (decarbonization, depollution, biodiversity) |  |
| State the lot you are applying for (LOT1 or LOT2) |  |
| Duration of the proposed project | From DD.MM.YYYY. to DD.MM.YYYY. |
| Project objectives | Overall objective: |
| Specific objective(s): |
| Expected project results |  |
| Main project activities |  |
| Location for project implementation |  |
| Brief description of the project (up to 200 words) |  |

2. Description of the Project Applicant   
*(In the following section, present your organization or network of organizations)*

### 2.1 Information of the Project Applicant

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | | |
| E-mail |  | Tel: |  |
| Web |  |
| Year of establishment |  | | |
| The identity registration number under which the organization of network is formally registered |  | | |

#### 2.1.1. Present the areas of activity of your organization/network of organizations. (up to 200 words)

*What have you been involved in so far, and what do you plan to be involved in in the future, and why? Briefly describe the two most significant projects/initiatives that you implemented.*

#### 2.1.2. Describe how decisions are made in your organization/network of organizations. (up to 200 words)

*Who are the people who make decisions, and what does that process look like? Is there a described and well-known way for members to be involved in decision-making? How do you inform the public about your decisions, activities, work, and opportunities for participation?*

#### 2.1.3. How many permanent employees (or full-time engaged under another type of contract) are there in your organization/network? Enter the number of men and women.

|  |  |  |
| --- | --- | --- |
| *Total number of employees (under employment contract or full-time engaged under another type of contract).* |  | *W:* |
| *M:* |

#### 2.1.4. Are there people on internship/volunteering in your organization/network? Enter the number of men and women.

|  |  |  |
| --- | --- | --- |
| *Enter the number of men and women.* |  | *W:* |
| *M:* |

#### 2.1.5. State the total turnover of your organization/network in 2023 and 2024? Please indicate the highest annual turnover of the lead organization/network. Name the year in which the turnover was the highest.

|  |  |
| --- | --- |
| Annual turnover in 2023 (EUR) |  |
| Annual turnover in 2024 (EUR) |  |
| The highest annual turnover of the lead organization |  |
| The year in which the turnover was the highest |  |

### 2.2. Basic information about the project partner(s)

*(In the following section, present your partner organization. If you have several partners on the project, fill in the table for each one individually.)*

|  |  |  |
| --- | --- | --- |
| Name of project partner (civil society organization/network member) |  | |
| Responsible person (name and surname, function, contact) |  | Phone: |
| Mobile: |
| Email: |
| Contact person for submitting the proposal (name and surname, function, contact) |  | Phone: |
| Mobile: |
| Email: |
| Year of establishment |  | |
| Address |  | |
| The identity registration number under which the organization is formally registered |  | |

\*For each partner organization, copy the table below and fill in the information.

#### 2.2.1 Previous experience in conducting joint projects?

*Briefly describe the most significant projects/initiatives that you jointly implemented or participated in. What was the goal of the project? What results did you achieve? What topic from the field of environmental protection did the project deal with? What year was the project implemented?*

#### 2.2.2 Why did you decide to form a partnership for this project?

*Have you already collaborated? What are the perspectives of cooperation after the project is finished?*

#### 2.2.3. Present the role of partner organization(s) in this project.

*What have they been doing so far, and what do they plan to do in this project and why? (up to 300 words)*

## 3. Description of the project idea (maximum 5 pages)

### 3.1. What is the problem you want to address?  (300 words) *Introduce a problem related to the implementation of GWAB that you want to deal with or to the solution of which you are trying to contribute with this project. Explain how the identified problem related to the objectives of the Green Agenda Multiplier program is identified? Describe how citizens in the local community see this problem and state how you obtained information about citizens' attitudes, and where it is preferable to use quantitative or qualitative data. State whether the described problem particularly affects certain groups of the population, e.g., women, people with disabilities, socially vulnerable citizens, youth, etc., and in which way?* *After answering this question, you can delete the sub-questions.*

### 3.2. What public policies are important to your project? (300 words) *Which public policies related to one of three pillars of the Green Agenda: Decarbonization, Depollution, or Biodiversity and Ecosystem Protection - laws, strategies, action plans, etc. govern the area that is the subject of the project idea? Present the connection between the proposed project and the identified public policy framework.* *After answering this question, you can delete the sub-questions.*

3.3. What is the goal of the project? (200 words)  
*Describe as specifically as possible what you want to achieve to solve the problem. State how your local community will look if you solve the problem described through the proposed project: what will change, why will the situation in your local community be better if you implement the proposed solution? Will the change have a positive effect on certain population groups, e.g. women, people with disabilities, socially vulnerable citizens, etc. and in what way?*  
*After answering this question, you can delete the sub-questions*.

3.4. What results do you expect? (300 words)  
*What is the result of the project you are proposing? Describe in detail the results you expect to achieve through the implementation of the activities you plan to implement. Describe how the results you expect lead to solving the problem described, i.e. reaching the set goals of the project.*  
*After answering this question, you can delete the sub-questions.*

### 3.5. What activities do you plan to implement? (500 words)

*What steps do you plan to take in order to solve the problem? Describe in detail the sequence of steps and activities you propose as well as where you will implement them? Clearly elaborate activities that will be implemented by a partner organization (if any). Describe which actors you will involve in the project and what their role will be?*  
*After answering this question, you can delete the sub-questions.*

### 3.6. Present the logic of the project intervention. (400 words)

*Make a clear connection between the activities, results and objectives of the project. Explain how the activities described will lead to the set results. Explain how the set results contribute to the achievement of your project goals. Provide a timeline in order to describe the feasibility of the proposed project activities. Please clearly indicate the role of partner organizations (if any).*  
*After answering this question, you can delete the sub-questions.*

### 3.7. Who are the allies in solving the problem? (150 words)

*Apart from partners, if you have them, what other actors will you involve in the project and how? In what way and whether will you involve local media, institutions, e.g. schools and other educational institutions, local self-government or entrepreneurs? In what way and whether the achievement of the goal you have set requires the involvement of actors from the national or provincial level, for example: ministries, secretariats, administrations, agencies, institutions, companies, media and the like?*  
*After answering this question, you can delete the sub-questions.*

### 3.8. Who will benefit from the results of the proposed project? (150 words)

*Who are your target groups, i.e. the actors in your community that you will directly involve in the project activities and in what way? Describe how the results of your project will positively affect these actors. Who are the end users who, apart from the directly involved actors, will be positively affected by the project results? Describe how the project will benefit them.*  
*After answering this question, you can delete the sub-questions.*

## 4. CHECKLIST

|  |  |  |
| --- | --- | --- |
| *Before submitting a project idea, please check whether you have done each of the above and whether the project proposal meets the above requirements. This list is intended for you so that you can check whether the project proposal meets the basic conditions of the competition* | *Check the boxes below* | |
| **Project name:** | YES | NO |
| 1. The correct application form for writing a project proposal was used (Annex 1a\_Concept Note for submitting Project Idea for Green Agenda Multiplier Support Program). |  |  |
| 2. The statement of the lead applicant of the project proposal is completed, signed, stamped, scanned and in PDF format attached to the application form (Annex 4\_ Declaration by the Lead Applicant for Green Agenda Multiplier Support Program). |  |  |
| 3. Each part of the application form is written on a maximum of as many pages as was requested in the description of that part. |  |  |
| 4. The project was submitted by an applicant who meets the conditions prescribed by the Support Program Green Agenda Multiplier (*Paragraph 6 of Guidelines for Applicants - Eligibility of applicants*) |  |  |