Instructions for drafting project concept note

**The concept note should include the following points:**

### Summary of the action

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| Title of the action: |  |
| Abstract:  Specific innovation objectives and results, needs addressed, impact and potential benefits |  |
| Expected total duration of the action (months): |  |
| The total expected Budget |  |

### Project context analysis

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| Provide analysis of the problems to be addressed by the action  Give the background and the context analysis of the project, mention any specific analysis/ study carried out.  The description of the internal and external environment where the project is going to be undertaken and the effect of the environment on the project. |  |

### Objectives:

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| Overall objective and Specific objective  Project objectives are what you plan to achieve by the end of your project. This might include deliverables and assets, or more intangible objectives like increasing productivity or motivation. Your project objectives should be attainable, time-bound, specific goals you can measure at the end of your project. |  |

### Target Group-s and final beneficiaries of the Project

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| Target group(s): Target groups are the groups/entities who will directly benefit from the action at the action purpose level. |  |
| Final beneficiaries: Final beneficiaries are those who will benefit from the action in the long term at the level of the society or sector at large. |  |

### Implementation: What activities (WPs) will you implement?

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| Briefly outline planned intervention or Work package (WPs), description; title of each WP and short description  indicating the expected impact as well. |  |

### Results: What are the expected results and other benefits of the project?

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| Briefly outline the expect results and indicate any specific added-value elements of the action.  Project results are the changes or effects expected to take place after implementing the project. The results are generally positive improvements to the lives of the beneficiaries. Results are divided into outputs and outcomes. |  |