CONCEPT NOTE TEMPLATE

# Please refer to the [call for proposals](http://www.gbif.org/sites/default/files/documents/2017-GBIF-CESP-Call-for-Proposals.pdf) when completing this template. Concept notes not exceeding two (2) pages excluding contact information should be emailed to [CESP@gbif.org](mailto:CESP@gbif.org) by 3 March 2017.

# 1. Project title

[Insert your text here...]

# 2. Contact information

## 2.1. Main contact

Please remember that only one main contact point is allowed per project.

|  |  |
| --- | --- |
| Name of the contact person |  |
| GBIF Participant represented |  |
| Institutional affiliation |  |
| Physical address (no PO Box) |  |
| City and country |  |
| E-mail |  |
| Telephone (incl international dialing code) |  |
| Role(s) in this project |  |

## 2.2. Project partners from other GBIF Participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the representative | GBIF Participant represented | Role(s) in the project | Confirmed participation?  (YES/NO) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 3. Brief description of the project

Please describe the project in a few paragraphs clearly stating which capacity needs have been identified by the Participant(s) as barriers to the implementation of their GBIF-relevant activities, how the project plans to tackle them and an indication of plans to measure the impact of the activities.

[Insert your text here...]

# 4. General calendar and activities

Please include a general summary of all the relevant dates for the main activities in the proposed project. All project activities must be planned to take place between June 2017 and June 2018.

|  |  |
| --- | --- |
| Dates | Item |
|  |  |
|  |  |
|  |  |

# 5. Planned budget

Please provide details on the approximate cost of the activities planned by including budget lines associated to the types of actions that you have selected to include in your project. Please indicate an estimate of co-funding that can be contributed to the project, either directly or in terms of staff time or resources allocated to the project on an in-kind basis.

|  |  |  |  |
| --- | --- | --- | --- |
| Budget line | Co-funding (EUR) | Source of co-funding | Requested funds (EUR) |
| **Mentoring activities** (up to €15,000 requested funds per project) | | | |
|  |  |  |  |
|  |  |  |  |
| **Support for regional events** (up to €10,000 requested funds per project) | | | |
|  |  |  |  |
|  |  |  |  |
| **GBIF advocacy actions** (up to €4,000 requested funds per project) | | | |
|  |  |  |  |
|  |  |  |  |
| **Documentation** (up to €4,000 requested funds per project) | | | |
|  |  |  |  |
|  |  |  |  |
| **Needs assessment** (up to €2,000 requested funds per project) | | | |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** (up to €20,000 requested funds per project) | | | |
|  |  |  |  |