



Cooperatives of the Americas
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Cooperative Alliance

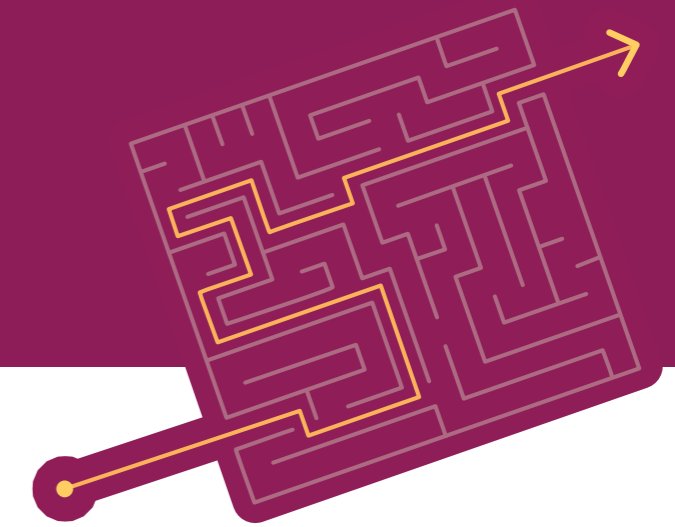


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Quick Guide for member organizations
for the elaboration of a Concept note (CN)
to the European Union

April 2021

Quick guide for the elaboration of Concept Notes to the European Union within the financing mechanism EuropeAid:



The steps:

1

Review of the Call for Proposals (Guidelines for applicants, information session)

- Objectives of the call
- Deadline to submit the CN
- Eligibility criteria (organizations, countries)
- Min. and max. number of co-applicants
- Min. and max. grant amount
- % of co-financing
- Min. and max. duration
- Other specific criteria

2

Decision of the governing body to apply to the call

- Official management decision on applying or not to the call, taking into account:
 - Min- and max. of co-applicants
 - Compliance with eligibility criteria
 - Objectives of the call in relation to mission, vision and institutional capacities
 - Human resources available
 - Deadline for delivery allows for time to prepare it

3

Registration or updating of PADOR

- PADOR is the Potential Applicants Data Online Registration
- If you are not yet registered, proceed with the online registration and have the following documents at hand:
 - Official registration document
 - Statutes
 - Financial data of the previous 3 years
 - Filled in Legal Entity Form (LEF) and Financial Identification Form (FIF), both can be found within the call documents
- If you are already registered, make sure that all data is updated.

4

Consortium formation (applicant, co-applicants, associates)

- Get in touch with the Regional Office to identify possible partners, roles and responsibilities
- Select partners for the project, depending on their technical and administrative capacities
- Agree in the consortium the financing of the co-financing and the distribution of the administrative costs
- Sign an MoU between project partners

5

Design the project

- Analyze the situation and problems of your target groups
- Elaborate the results chain: Overall objective, specific objective, outputs and activities
- Define and quantify target groups and beneficiaries
- Estimate the costs
- Fill in Annex A1: Concept Note

6

Submit the proposal

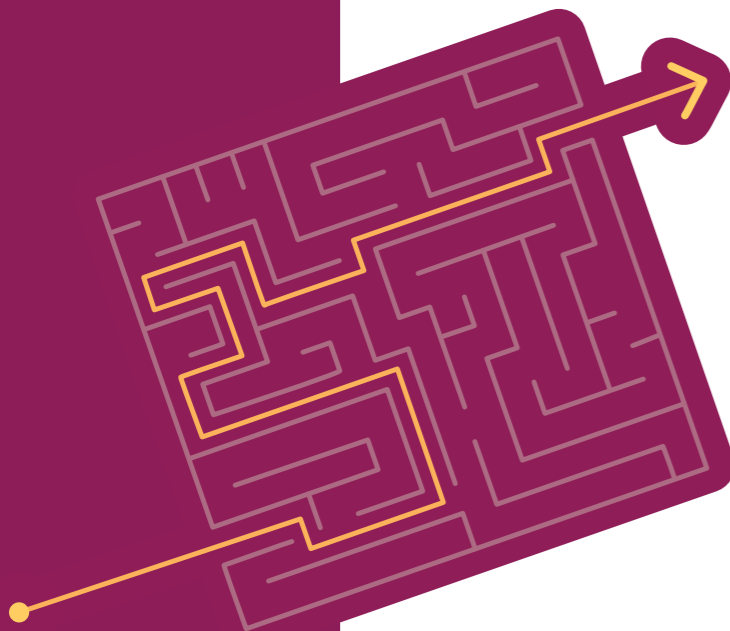
- Guarantee the applicant's registration in Pador
- Sign "Declaration of the applicant"
- Upload format Annex A1 Concept Note and Declaration to Prospect, complying with all formal criteria



Top Tips:

In the calls, there are usually many competitors between NGOs, local authorities, universities, etc. That is why it is recommended to analyze well, what would be the added value or unique selling point of your proposal.

- Read the guidelines for applicant carefully.
- Only apply if your project idea is in line with the objectives of the call.
- Ask for clarifications to the email address provided in the Guidelines and within the time frame to do so. The Q&A will be published on the website of the call for proposals, some days before the deadline for submission.
- Do not exceed the total maximum amount of pages permitted per section. This would be a formal error and your proposal will be rejected.
- Follow the INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE in the A1 concept note format for formal aspects
- Copy the guiding questions on pages 7/8 in the A1 concept note format (INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE) to the text body and answer each one of them. If you encounter problems with the total amount of pages, you may delete those questions before submission.
- Quantify the recipients and beneficiaries. Thus the evaluator has an impression of the scope of the project and can make a cost-effectiveness analysis.
- In the final version, review the intervention logic between activities, outputs, outcome and impact. Do they have an internal logic and sequence?
- Review the final version based on the evaluation table at the end of the guidelines for applicants. Can you answer each of the questions?
- Check the guidelines for applicants for all formats and documents that need to be submitted. In general this is the A1 Concept Note format and the Declaration of the applicant, but this can vary from call to call.
- Use the same wording and terminology that is used in the guidelines for applicants. Don't use abbreviations without having them introduced previously.
- Sign a Memorandum of Understanding with the co-applicants before submitting the concept note, to put the specific agreements in writing.
- Allow 5-10 business days for the person in charge of developing the concept note.
- Always use the formats and templates of the call to which you want to apply and do not reuse old ones.
- Upload the Concept Note in PDF format to PROSPECT.
- Familiarize yourself with the PROSPECT system (where you upload the DS and submit the proposal). You can start filling out the online form with the required information a week or a few days before the final deadline.





Check list:

The Grant application form

1. The grant application form (Annex A1) of the respective call has been used. Yes
2. The instructions on the Concept Note have been followed. (Format: A4 with margins of 2 cm, in Arial 10 font, one space) Yes
3. The proposal is written in an accepted language for this call. Yes
4. The text of the sections does not exceed the maximum number of pages allowed. Yes

The content

1. An eye-catching title has been defined that includes an abbreviation to facilitate future reference (e.g. hashtag, abbreviation etc.). Yes
2. The proposal offers the information requested according to the headings (which appear at the end of the form), in the order in which it is requested and in proportion to its relative importance. Yes
3. The action will be carried out in eligible countries. Yes
4. The target groups and beneficiaries have been defined and quantified. Yes
5. Overall objective, specific objective, outputs and activities have been defined. Yes
6. The scope of the outputs has been defined and quantified. Yes
7. The relation of an activity with the respective output is demonstrated through a clear numbering. Yes



Check list:

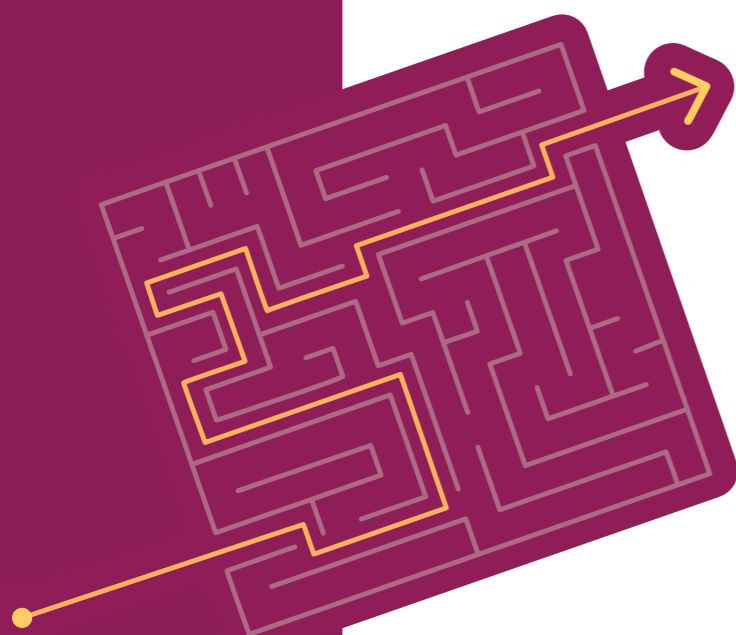
Administrative aspects

1. The requested amount of the grant is between the minimum and maximum of the grant established in the guide for applicants Yes
2. The percentage of co-financing is between the minimum and maximum of the values established in the guide for applicants. Yes
3. The eligibility criteria of the applicant and co-applicants have been verified. Yes
4. The co-applicants were informed about the possibility or not of applying in other consortia to the same call (in line with the guidelines for applicants). Yes
5. It has been defined between applicants how the amount of co-financing will be financed. Yes
6. It has been defined how the administration costs are distributed (7% of the total direct costs). Yes
7. A memorandum of understanding has been signed with the co-applicants before the submission of the Concept Note, which refers to the points mentioned above. Yes
8. The duration of the action is between the minimum and maximum allowed. Yes

Submission

1. The applicant has registered in Pador or updated the information. Yes
2. The PADOR registration number of the applicant and the co-applicants are available (in case they are already registered), if not, at least the official name and country of registration. Yes
3. The Declaration of the applicant has been signed (found in Annex A1, but will be provided as a separate document). Yes
4. The Grant Application Form Annex A1 for Concept Notes has been duly filled in and will be submitted as a pdf document. Yes

The information provided in this guide is based on the calls for proposals and standard contracts of July 2020. It is very important that you revise the guidelines for applicants of each call for proposals to familiarize with the documents that have to be filled in and submitted and any other specific requirements.



Editorial notes

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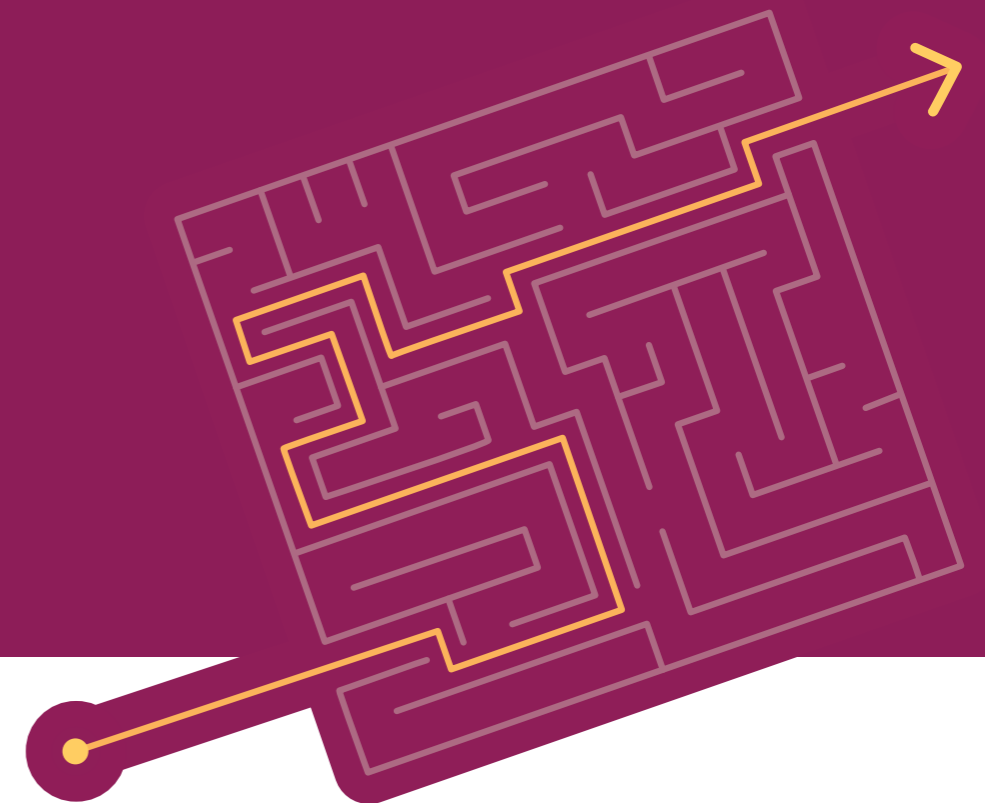
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