



Irish Aid

Rialtas na hÉireann

Government of Ireland

Human Rights & Democratisation Scheme Project Fund

Concept Notes Guidance 2023



Guidance for Completion of Concept Notes

➤ **OVERVIEW:**

All information is subject to verification by the Department of Foreign Affairs (“the Department”). Provision of false or misleading information will be treated very seriously.

Please use plain English and write succinctly. Please be aware that the appraiser may not be familiar with your organisation. Where possible, please avoid using less commonly known acronyms and abbreviations. If they must be used, please define them in the first instance or use easily understandable references.

The **Application Process** consists of two stage:

Stage One: Concept notes submission

Stage Two: Applications submission (*by invitation only*)

Interested applicants are requested to submit a concept note only using the template that can be downloaded from the website.

Only shortlisted applicants will be invited to submit a full application form, for further appraisal and assessment. The invitation for submitting a full application does not guarantee or mean in any way the acceptance of the application.

An organisation may submit only one Concept Note by e-mail to hrdp@dfa.ie by **Sunday, 10 September 2023** ***as per the email policy below***. Concept Notes submitted after this deadline will not be considered.

The concept note consists of two sections:

Section One: Project Summary

Section Two: Overview of Proposed Project

Concept notes should be presented in Calibri, regular, size 12, single spacing only. Ensure that answers are in plain format (no formatting including italics, bold, underline or caps lock). Do not adjust the formatting of the form.

Required documents:

- 1. A copy of the organisation’s registration**
- 2. The organisational strategy**
- 3. Audit report from previous financial year**

Failure to attach the required supporting attachments will disqualify the application.



➤ **EMAIL POLICY:**

It is essential to adhere to the emails policy below to ensure receipt and proper archiving of applications.

Concept notes should be submitted by email to hrdp@dfa.ie by **Sunday, 10 September 2023**.
The Subject field should include: HRDP 2023 Concept Note – [Name of Organisation]

➤ **GUIDANCE ON COMPLETION OF CONCEPT NOTES:**

Section 1: Project Summary:

- **Project Title:** Please provide the full title of the project.
- **Thematic Priority:** Projects should address thematic priority identified from the call. Tick as applicable. Select (tick) **ONE** Priority only.
- **Proposed Start Date:** State the proposed project start date. Please note that in the event of a successful application, the actual project start date must be agreed by the Department and will be reflected in the contract.
- **Proposed Duration:** State the proposed project duration, i.e. number of months. ***Projects should not exceed one year.***
- **Total Project Cost:** state the total cost of the project from all sources (if applicable) in euro.
- **Total Grant Sought:** state the amount requested from the Department in euro.

Section 2: Proposed project:

- **Overview:** in one page, provide a summary of the project including how the idea was developed.
- **Objectives:** in 150 words, provide the main objectives for the project
- **Main activities:** in 300 words, provide description of the activities and methodology of implementation.
- **Target beneficiaries:** in 150 words, provide overview of the direct and indirect target group.



Ineligible costs are as follows:

- Activities which may discriminate against any groups or persons on the basis of gender, marital status, family status, sexual orientation, religion, age, disability, race, ethnicity, etc.
- Core funding¹
- Proselytising
- Fundraising
- Individual or family sponsorship
- Interventions that are primarily welfare support(s)
- Major infrastructural schemes
- Membership of an umbrella or representative body
- Organisational development
- Public awareness in Ireland
- Retrospective Expenditure (i.e. costs incurred prior to the project start date agreed with the Department)
- Standalone activities that are not part of a wider project
- Study or research fellowships (excluding short-duration training of staff, partners and beneficiaries within the region)
- Response to sudden-onset acute emergencies (*however, interventions for chronic or protracted humanitarian crises are eligible*)

¹The Scheme is designed to supply project funding for a specific project, not institutional core support. All budget line items, including administration must be provided in detail and where necessary justified in terms of relevance to the project.