**How to fill out the Concept Note**

* **The concept note is the tool to request co-funding to FONTAGRO. Once completed, the concept note has to be submitted to the Technical Administrative Secretariat (TAS) by email to** **secretaria-ftg@iadb.org** **with a copy to** **esaini@iadb.org****.**
* Next page contains a chart to be completed. Once the blanks in the chart are filled out with the proper information, the instructions on this page, and those included in the chart, must be deleted.
* This Concept Note includes an Annex section to enclose the individual “Official Commitment Letters” from interested institutions. These letters must be prepared as official notification of the commitment and signed by the chairman of the institution. The letter must include the counterpart amount (in American dollars) and the type of commitment (cash, in kind, or a combination of both). Counterpart amounts must be 1.5 times higher than the amount requested to FONTAGRO.
* For more information about FONTAGRO’s operations, please review our Operations Manual (in Spanish) at the following link: <https://www.fontagro.org/es/documentos-institucionales/mop/>
* The Administrative Technical Secretariat (STA) of FONTAGRO will present this Conceptual Note to the Board of Directors (BoD), who will discuss and issue a resolution regarding the possibility to co-finance the project described in the Concept Note. The TAS will notify the interested party of the decision of the BoD. Please note that the BoD meets twice a year, June and October; therefore, notifications to interested parties will be sent out the following month of the meeting in which the Concept Note was discussed.
* Once these instructions are deleted, the next page should be the first page of this document.

**FONTAGRO – Concept Note**

General Information

|  |  |
| --- | --- |
| Contact  | *Name, job responsibility, Institution, phone, and email.* |
| Title  | *Brief, objective and concise title. One sentence.*  |
| Strategic lines from FONTAGRO’S Medium Term Plan (MTP) 2015-2020 *Check one or more lines related to the project goal.* | **Technological, Organizational and/or institutional Innovation.****Adaptation and /or mitigation of climate change.** **Agricultural sustainable intensification and natural resources management.****Value chain and competitive territories in an equitable and sustainable framework.** |
| Sustainable Development Goals | *Indicate in which sustainable development goals the project will impact. (*<https://sustainabledevelopment.un.org/?menu=1300> *)* |
| Executing agency | *Indicate the complete name of the institution, name and last name of the main contact, job responsibility, phone number, email, and country.*  |
| Co- Executing agencies | *For each co-executing agency, please Indicate the complete name of the institution, name and last name of the main contact, job responsibility, phone number, email, and country.*  |
| Associated organizations | *For each associated organization, please Indicate the complete name of the institution, name and last name of the main contact, job responsibility, phone number, email, and country.*  |
| Funding requested to FONTAGRO (US$) | *Indicate the total amount requested to FONTAGRO, in US dollars.*  |
| Counterpart Funding (US$) | *Indicate the counterpart funding for the project. The counterpart funding should be at least 1.5 times higher than the funding requested to FONTAGRO. The counterpart should be in cash, in-kind or a combination of both. In this document, in Annex I all the “official commitment letter” for each institution participating in the project will be presented.*  |
| Execution period (months) | *Indicate the total amount of months are needed to implement the project. The maximum period is 42 months. Further extensions will not be allowed.*  |
| Participating countries  | *Indicate the countries participating in the project. It is required that at least two FONTAGRO’s member countries participate in the project.*  |

Project Description

|  |  |
| --- | --- |
| Goal | *Describe in one sentence the main goal of the project.* |
| Justification  | *Briefly, describe a concise justification to implement the project. Use no more than three paragraphs, half page.*  |
| Beneficiaries  | *Describe quantitatively the direct and indirect beneficiaries reached by the project. Use no more than two paragraphs.*  |
| Potential Impact | *Describe quantitatively and qualitatively the potential impact sought with the project for the beneficiaries. Use no more than two paragraphs.* |
| Background Information  | *Describe the background Information about the justification of the project, using key quantitative indicators and other updated references. Use no more than three paragraphs and no more of half page.* |
| Project structure | *Briefly, describe the structure of the project by presenting the components, and in each of them, the activities and expected outcomes. The TAS suggest that each component should be a specific goal pursued by the project. It is recommended not to present more than four components, and no more than three activities by component. Use no more than one page to describe the project structure.**Example: COMPONENT 1. [Title].* *Activity 1.1. [Title]*  *Outcome 1. [Title]*  |

Project Sustainability and potential leverage and scaling-up

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| --- | --- |
| Future Sustainability  | *Briefly, describe the future sustainability of the project, once the FONTAGRO co-funding finishes. Use no more than two paragraphs.*  |
| Leverage Potential  | *Briefly, describe the leveraging potential of the project with other public-private institutions, as well as regional and international organizations, or other funding sources. Use no more half page.*  |
| Scaling-up potential  | *Briefly, describe the scaling-up potential of the project with other public-private institutions, as well as regional and international organizations, or other funding sources. Use no more half page.* |

**Annex I. Official Commitment Letters**