*Framework Programme / Strategic Partnership*[[1]](#footnote-1)

# *Für Rahmenprogramme: Die Concept Note (Auskunft zu angestrebtem Rahmenprogramm) ist gemeinsam mit der Interessensbekundung (Auskunft zur antragsstellenden Organisation) einzureichen.*

# *Concept Note*

via E-Mail to: zivilgesellschaft-international@ada.gv.at

***The blue comments serve as guidance for drafting the concept note. Please delete them once you have filled in the required information.***

**Programme title (German and English):**

|  |
| --- |
| Programme target area(country/countries and region(s)): |
| Programme duration (incl. planned start & end date): |
| **Applicant organisation**  |  |
| Complete name (Legal designation according to ZVR, commercial register etc.):  |
| Legal form, date of establishment, ZVR No., etc.: |
| Address: |
| Telephone, e-mail, website: |
| Authorized signatory (name and position): |
| Programme officer (name, position, telephone, e-mail): |
| **Local partner organisation (1)** |  |
| Complete name:  |
| Legal form, date of establishment: |
| Address: |
| Telephone, e-mail, website: |
| Programme officer (name, position, telephone, e-mail): |
| **Local partner organisation (2) (if applicable, otherwise please delete)** |
| Complete name:  |
| Legal form, date of establishment: |
| Address: |
| Telephone, e-mail, website: |
| Programme officer / contact, telephone, e-mail: |

*If applicable, please add further local partner organisations.*

**Financing**

|  |  |  |  |
| --- | --- | --- | --- |
| Planned total programme costs | ADC Funding **(rounded to 100 EUR)** | Applicant organisation’s own funds (including membership fees, contributions from sponsors, etc.) | Third-party funds if applicable (other public funding bodies) **including indication of origin** |
| EUR… | … | … | … |
| 100 % | xx % | xx % | xx % |

## Summary of the proposed programme

* Brief description of
	+ geographic scope
	+ thematic focus
	+ impact
	+ outcome
	+ target groups
	+ strategic approach
	+ processes of change in the country or region expected to be triggered
* Contribution to SDG(s)[[2]](#footnote-2) und EU Gender Action Plan (GAP) III[[3]](#footnote-3)

## Partners

* Brief description of local partners, previous cooperation with them and distribution of roles and responsibilities in the programme.
* Experience of applicant organisation and local partner(s) of the issues to be addressed.

## Context and Relevance

* Brief description of
	+ Context and background;
	+ Relevance of proposal to the needs and constraints of the target country(ies) or region;
	+ Problems to be resolved and needs to be met;
	+ Reference to relevant national/local development strategies and priorities;
	+ Reference to relevant Austrian strategies and priorities (e.g. Three-year-programme on Austrian development policy).

## Target groups

* Brief description of proposed target groups, including considerations regarding gender as well as vulnerability (e.g. disability, age, etc.).

## Intervention Strategy

* In case an inception phase is planned, please briefly outline rationale, duration and planned activities.
* Narrative summary of impact, outcome, outputs and main activities (please also add a preliminary LogFrame)

## Sustainability, complementarity, added value and innovation

* How will the project achieve sustainability? Please also refer to
	+ Programmatic approach, e.g. synergies between interventions;
	+ Systematic management of knowledge and know-how transfer between partners;
	+ Strengthening of local capacities;
	+ Policy dialogue and advocacy on local and national level;
	+ Complementarity to ongoing programmes and interventions;
	+ Learnings from past programmes and added value of the proposed programme;
	+ Innovative aspects of the programme.

## Risks

* Main potential risks (including environmental, gender and social risks[[4]](#footnote-4)) relevant to the programme.

## Processing of personal data

During initiation and performance of grant agreements, for audit purposes and to fulfil its statutory mandate, ADA may process personal data of natural persons that are collected by ADA or transferred or disclosed to ADA by the grant applicants or third parties under their instruction, e.g., personal data of employees, legal representatives, agents or other partners of the grant applicants or such third parties.

By signing and submitting this grant application, each grant applicant acknowledges:

* to have taken note of ADA’s **Privacy Notice** <https://www.entwicklung.at/en/media-centre/privacy-notice> (’ADA Privacy Notice’);
* to ensure that each direct or indirect **transfer or disclosure** of personal data to ADA during the initiation or performance of a grant agreement (or to prove the grant funds are used properly and for the agreed purposes) are **lawful** pursuant to applicable data protection law;
* to ensure that all persons, whose personal data are transferred or disclosed to ADA, were promptly and demonstrably **provided** the **ADA Privacy Notice**; and
* that if a grant agreement is concluded and in accordance with its terms, ADA **publishes**, in particular on the ADA website, information about the supported measure as well as reports created during implementation of the measure.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Place and date |  | Name and legally binding signature |

# **ANNEXES:**

1. Preliminary Logical Framework
2. *Etc. (please list as applicable)*
1. Please delete as applicable [↑](#footnote-ref-1)
2. List: <https://sustainabledevelopment.un.org/topics/sustainabledevelopmentgoals> [↑](#footnote-ref-2)
3. List: <https://ec.europa.eu/international-partnerships/system/files/swd_2020_284_en_final.pdf> [↑](#footnote-ref-3)
4. ADA Environmental, Gender and Social Impact Management Manual: <https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Publikationen/Handbuecher/Environmental_and_Social_Impact_Management/EGSIM_Manual_Juni2018.pdf> [↑](#footnote-ref-4)