



BUSINESS DEVELOPMENT SERVICES FUND

Concept Note

Note: the concept note must not exceed **3 pages** and should be sent to info@bdf.org.gh

I. Contact Information

Last Name	
First Name	
Email address	
Organization Name	
Organization address	
Organization website	
Organization type	
Telephone/ Fax	
Organization description and date established	

II. Project Details

Title of Proposal	
Project Duration using Grant Funds (in month)	

III. Project Questions

- 1) **PROBLEM DEFINITION:** Describe the specific challenge and include causes of the problem.
- 2) **OBJECTIVE:** List the specific objectives of your project
- 3) **PROJECT IMPLEMENTATION:** How will you implement your idea? List and describe the specific steps you will take to meet your objective(s). Explain the status of the project: is it a new project or a new phase of an ongoing project?

4) **EXPECTED RESULT(S):** Please state the expected results of your project.

5) **SUSTAINABILITY:** What characteristics of your project will ensure that it is sustainable? How will your project continue beyond the phase funded by the BDSF grant?

VI. Proposed Budget

Item	Proposed budget
Personnel	
Specific services	
Training and other knowledge-sharing activities	
Travel	
Communication	
General Administrative Expenses	
TOTAL Project Cost	
Co-Financing and Funding	
GRANT Funding Request	
Details of co-financing and funding sources (if applicable)	