**CONCEPT NOTE**

Please complete this form and send it along with your organisation’s **most recent annual report and financial statement**, and the **project’s logic model** to [info@octavafoundation.com](mailto:info@octavafoundation.com). Please limit the completed form to a maximum of 2 pages front and back. If you are proposing more than 1 project, please complete another concept note form.

**Details of Organisation**

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Type of Organisation: | a) Listed as charity with IPC status on Charities Portal  b) Listed with RAISE as a Social Enterprise  c) Non-profit organisation/Ground up Initiative registered as society or others  d) Registered as a charity in another country  ( *Please state country here* )  e) Others:  Elaborate on organisation type if box a or b was not checked: |
| Length of Operations: | *When was the organisation established?* |
| Location of Operations: | *Only projects operating in Singapore will be considered. Please list which area(s) in Singapore you work in* |
| End Users Served: | Please tick all that are applicable:  a) Children  b) Youth  c) Elderly  d) Others:  Please elaborate on which specific target groups your organisation works with: |
| Expertise Areas: | *Please list your key programs and organisation’s expertise areas* |
| Key Contact Person(s): | *Please list the name(s), designation(s) and email address(es)* |
| Date of Application | *The date you sent the concept note to Octava Foundation* |

**Project Details**

|  |  |
| --- | --- |
| Name of Project: |  |
| Project Duration: | *Include length of project and estimated start date of project, if not ongoing* |
| Project Area: | a) Education  b) Vocational Training  c) Mental Health  d) Others:  Please elaborate on what type of program this is: |
| End Users: | Age group:  Type: *from lower-income families, with disabilities*  Number of end users expected to be engaged for the duration of this project:  Expected scale post the project period: |
| Status of Project: | *Is this a new or ongoing project?*  *If this project is not new, please share with us details of the earlier runs of the project, and any results or evaluation of the project. Please also share if the previous runs differ in any ways from the current project being proposed* |
| Project Team: | *Please briefly describe who the members of the team will be, as well as other stakeholders involved in this project.* |
| Problem Statement: | *Please describe the social need(s) or issue(s) that your project seeks to solve, and how your program is similar or different to what is already available* |
| Outcomes/Objectives: | *Please describe your project’s key outcomes and objectives, and how it solves the problem as stated above* |
| Key Activities: | *Please describe your project’s key activities, and how they lead to the project’s outcomes as stated above* |
| Indicators/Measurements: | *Please list what indicators will be used to measure the outcomes as listed above* |
| Evidence/Background: | *Please describe the evidence behind why you the project is structured this way (i.e. why these set of activities were chosen and in this particular frequency), and why you think your project would be successful in reaching the outcomes* |
| End Goal: | *What is the long-term end goal of the project?* |
| Project Scale: | *How do you envision the scale of this project to be in the future?* *Please provide information on how the project might scale, avenues of scale and if these have been tested?* |
| Project Sustainability: | *Do you envision the project to be run sustainably in future?* |
| Total Budget of Project: |  |
| Grant Funding Requested: | *Please also share if there are other sources of funding for this project* |