# [Insert organization logo, if applicable]

# [Insert Organization name]

# [Insert Project Title]

**Directions:** *Complete the following sections, adhering to length limits where indicated. Be sure to complete every section; incomplete concepts will be automatically rejected. Please remove instructional (italic) text as you fill out the template.*

**Primary Contact Person:**

Name:  
Job Title:   
Email Address:

**Consortium Partners (if Applicable):** *If you are applying as part of a consortium, please list the names and contact people (including emails) of the consortium partners. The lead organization should be listed at the top of this document.*

**Project Location:** *Insert country, followed by province/state, city/camp(s)/settlement(s)*

**Type of Intervention:** *Mark all that apply [x]*

[ ] Cookstove [ ] Fuel [ ] Distribution approach [ ] Other (Please describe): \_\_\_\_\_\_\_\_\_\_\_\_

**Impact Areas:** *Mark all that apply; you must pick at least two.*

[ ] Health [ ] Livelihoods [ ] Women’s empowerment [ ] Environmental protection

**Proposed Budget:** USD $ XXX,XXX.00 *Insert an amount between USD $150,000 and $250,000*

**Organization Overview:** (Maximum 150 words – approximately 1-2 paragraphs)

*Provide a brief overview of your organization or consortium members. Include your organization type (e.g. NGO, private company, etc.) mission, key accomplishments, years in operation, and country where you are based. Note: If your project concept is accepted, you will be required to submit**evidence of your organization’s legal and financial operating status, as well as evidence of permission to operate in the country where the project will be implemented. (See: Call for Concepts, Eligibility – Organization Type/Legal Structure)*

**Project Concept** (Maximum 400 words – approximately 3-4 paragraphs)

*Briefly summarize your proposed project. Be sure to include the following:*

* *Approximate number and type of beneficiaries, including how many are* ***refugees, internally displaced people (IDPs), or people affected by natural disaster.*** *\*\*This number must be over half of the total beneficiaries must be**to meet the “humanitarian” requirement for the project. (See Call for Concepts: Eligibility – Humanitarian)*
* *The current situation of the beneficiaries. For example, are they mobile or based in one place? What sort of stove (if any) and fuel do they currently cook with? How do they procure fuel (e.g. collection, purchase)? What key challenges or vulnerabilities do they face (e.g. poverty, health issues, risk of violence)?*
* *Brief description of how your intervention will address these challenges, especially in the Impact Areas listed above.*
* *Key partners – e.g. local government, UN agencies, local community groups – and how they will be engaged. If applying as part of a consortium, describe the roles of each applicant organization.*

**Pilot Project** (Maximum 300 words – approximately 2-3 paragraphs)

*Describe where and when your project concept was previously implemented (“piloted”) and its major outcomes (see Call for Concepts: Eligibility – Proof of Concept). Be sure to include:*

* *Approximate number and type(s) of beneficiaries,*
* *Duration of the project(s)*
* *How the project’s impacts were assessed (e.g. surveys, focus group discussions, etc.)*
* *Evidence of the pilot project’s impacts on improving the lives of the beneficiaries, especially in the key impact areas – i.e. health, livelihoods, women’s empowerment, environmental protection. For example, did your intervention reduce cooking time, fuel expenditure, or environmental degradation? Did it create employment opportunities? Did it reduce or eliminate smoke in kitchens?* 
  + *Optional: You may attach project reports or assessments as additional evidence; but reviewers should be able to understand your description without referencing additional documents. See Attachments section below for instructions.*

**Product/Fuel Performance (If Applicable)**: (Maximum 150 words – approximately 1-2 paragraphs)

*If your project introduces a new cooking technology or fuel, provide information about its performance and adoption rate among crisis-affected people. Applicants are encouraged to submit test results where available. See Attachments section below for instructions. For more information, see the Call for Concepts: Eligibility – Product Performance.*

**Attachments (if Applicable)**

*Provide a list of any documents you are submitting with your application. All documents must be in MS Word or Adobe PDF format. Please name files according to the format:* ***OrganizationName\_HCCF2017\_Attachment#.***

* [File name] – [Description]
* [File name] – [Description]

*Example:*

* *Alliance\_HCCF2017\_Attatchment1 – Pilot project report*
* *Alliance\_HCCF2017\_Attatchment2 – Stove Test results*

*When complete, save your application in MS Word or Adobe PDF format and name it according to the format* ***OrganizationName\_HCCF2017\_Concept***. *E-mail your concept and any attachments to* [humanitarian@cleancookstoves.org](mailto:humanitarian@cleancookstoves.org) *by* ***11:59 pm EDT on July 21st, 2017****. Concepts received after this time will not be considered.*