

Name of organisation

Tagline – what is exciting about your organisation?

Insert your
logo here

Fact sheet

- HQ Location
- Project sites
- Year founded
- No. full-time staff
- No. part-time staff
- No. volunteers
- No. of trustees
- Annual budget
- Partners
- Donors
- Beneficiaries
- Awards
- Sustainable Development Goals (SDGs)
- Founders

Summary *(Maximum 300 words)*

Include a summary of: (a) Why you exist; (b) Who are your beneficiaries?; (c) What you want to achieve; (d) Where you work; (e) What makes you unique/special. For addition support crafting this short summary, check out [Episode 1](#).

Context *(Maximum 400 words)*

What is the problem? Why is it a problem? What are the underlying issues? What evidence do you have to support this claim?

Model *(Maximum 300 words)*

What is your Theory of Change (TOC)? How do you work? What are the steps that you need to take to achieve the desired results?

Your organisation's needs *(Maximum 100 words)*

What is your annual turnover? What is the cost breakdown? What are your main sources of funding? What are your funding requirements? How much money do you need? What will you do with it? What are your non-monetary needs? For example, you might be interested in networking, marketing and promotion, volunteer support, access to experts, etc.

- Build a foundation for your concept note by developing a 'Case for Support' ([Episode 2](#)).
- Learn more about concept notes and get top tips ([Episode 3](#)).
- Need more help? Contact Molly Morrison @ <https://www.mollymorrisonconsulting.com/>

Contact



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Email



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