# CAPACITY ENHANCEMENT SUPPORT PROGRAMME 2018Concept Note Template

# Please refer to the [2018 call for proposals](https://www.gbif.org/news/3E8CdVOTHW6e2uyiuiyYgu) when completing this template. Concept notes not exceeding two (2) pages excluding contact information must be emailed to CESP@gbif.org by 23 February 2018, 9:00am CET / 8:00 am UCT/GMT.

# 1. Project title

[Insert your text here...]

# 2. Contact information

## 2.1. Main contact person for the project

Remember that only one main contact person is allowed per project.

|  |  |
| --- | --- |
| **Name of contact person** |  |
| **GBIF Participant represented** |  |
| **Institution** |  |
| **Physical address** No PO Box |  |
| **City and country** |  |
| **E-mail** |  |
| **Full international telephone number** |  |
| **Role(s) in this project** |  |

## 2.2. Project partners from other GBIF Participants

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the representative** | **GBIF Participant represented** | **Role(s) in the project** | **Confirmed participation?****(Yes / No)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 3. Brief description of the project

Describe the project in a few paragraphs clearly stating which capacity needs have been identified by the Participant(s) as barriers to the implementation of their GBIF-relevant activities, how the project plans to tackle them and an indication of plans to measure the impact of the activities.

[Insert your text here...]

# 4. General calendar and activities

Include a general summary of all the relevant dates for the project. Activities should start not before 1 June 2018 and end no later than 31 May 2019. Add rows as required.

|  |  |
| --- | --- |
| **Dates** | **Item** |
|  |  |
|  |  |
|  |  |

# 5. Planned budget

Provide details on the approximate cost of the activities and purchases planned by including budget lines associated to the types of actions that you have selected to include in your project. Indicate an estimate of matching funds to be contributed to the project, either directly or in terms of staff time or resources allocated to the project on an in-kind basis. All costs should be expressed in Euros. Maximum funding for this grant type: €25,000. Note that overheads may not be charged to CESP. Add rows as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget line** | **Co-funding (EUR)** | **Source of co-funding** | **Requested funds (EUR)** |
| **Mentoring activities (indicative limit of €15,000 requested funds per project)** |
|  |  |  |  |
|  |  |  |  |
| **Support for regional events (indicative limit of €15,000 requested funds per project)** |
|  |  |  |  |
|  |  |  |  |
| **GBIF advocacy actions (indicative limit of €5,000 requested funds per project)** |
|  |  |  |  |
|  |  |  |  |
| **Documentation (indicative limit of €5,000 requested funds per project)** |
|  |  |  |  |
|  |  |  |  |
| **Promotion of data use (indicative limit of €15,000 requested funds per project)** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL (up to €25,000 requested funds per project)** |
|  |  |  |  |
| **IF ANY OF THE BUDGET LINES ABOVE EXCEED THE INDICATIVE LIMITS FOR EACH ACTION TYPE, PROVIDE A BRIEF JUSTIFICATION BELOW** |
|  |