**ATTACHMENT 8 - CONCEPT PAPER FORM**

Applicants must furnish the information requested below using the font, format and section headings of this form. Each section may vary in length; however, Sections I to III must not exceed 5 pages in total. Resumes are not counted in the 5-page limit for this Concept Paper

# **SECTION I - APPLICANT INFORMATION AND SUMMARY**

1. Name and address of applicant organization,
2. Name, Title and E-mail address of applicant’s authorized negotiator,
3. Overall activity budget and
4. Summary of proposed activity

**SECTION II – ACTIVITY DESCRIPTION, ALIGNMENT WITH OBJECTIVES** **AND SUSTAINABILITY**

Clearly describe your proposed approach to the stated objectives in the solicitation. Applicants are free to structure this section in whatever way is most appropriate for their concept. At a minimum, please include the following items in your discussion:

* Describe all proposed activities, including rationale, planned inputs, and anticipated outputs
* Describe how each of the proposed activities map onto the program objectives outlined in the solicitation
* Provide a provisional implementation timeline
* Provide a general organizational structure and describe how the activity will be coordinated
* If funded, describe how the intended outcomes of your activity (and partnerships or activities, where appropriate), will be sustained beyond the life of this award, how you plan to ensure sustainability.

**SECTION III – PARTNERS AND CAPACITY**

The applicant must:

* Describe all of the core partners, including institutional strengths, capabilities, resources leveraged, and other appropriate context
* Describe the specific roles and responsibilities of each partner in the proposed activities,
* Describe the overall capacity of the partnership / consortium and identify any key gaps in capacity that would be critical to fill for successful implementation.

**SECTION IV - RESUMES**

Applicants may provide up to 4 resumes (maximum of 2 pages each) of individuals who will be key to implementation of the proposed activity. Inclusion of resumes will not count against the Concept Paper page limit (i.e., not included in the 5-page limitation).