

2019-2020 YouthPower2 Annual Program Statement (YP2 APS)

Addendum: **Name of Addendum**

Concept Note Template

The main body of the concept note (sections II) must not exceed five (5) pages single-spaced and must use 12 point Times New Roman font and one-inch margins on the electronic equivalent of 8.5 x 11 inch paper, with page numbers in the footer. The concept note and supporting information must use the format described below and be written in English. Any concept notes that do not follow the instructions will be disqualified and not be reviewed. The concept note must be submitted to <insert email> by no later than 11:59 p.m. EST on Insert Date. Applications submitted after the deadline will not be reviewed. Both the email subject line and document file name should follow this naming scheme: “Name of Addendum_CN_[respondent’s institution]”.

SECTION I - SUMMARY INFORMATION COVER SHEET

Cover sheet must be limited to one page and will not count towards the 5 page limit. Cover sheet will include the following:

- A. Name of applicant:**
- B. Applicant’s phone number:**
- C. Applicant’s email address:**
- D. Lead institution:**
- E. Lead institution DUNS number¹ (optional at Concept Note stage):**
- F. Partnering organization(s) (if applicable):**
- G. Title of concept note:**
- H. Overall concept objective (maximum half page):**

¹ A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. For more information, refer to: <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>

SECTION II – PROPOSED APPROACH and ORGANIZATIONAL CAPACITY
(Section II may not exceed 5 pages)

A. Approach to Partnership and Collaboration to Foster Youth Engagement and Capacity Building

This section will be evaluated according to Merit Review Criterion 1.

Describe your organization's strategy for equitably engaging with partners. Also indicate how you plan to build the capacity of these partners. A brief synopsis of how each partner will engage within a partnership should be included.

B. Technical Expertise including PYD Approach and Alignment with USAID Programming Priorities

This section will be evaluated according to Merit Review Criterion 2.

Describe your organization's expertise in the areas of a) positive youth development (PYD) and/or youth development in lower and middle income countries (LMICs) and b) program management. Describe your organization's approach that would effectively address emerging challenges aligned with USAID's programming priorities and reflect youth's cross-sectoral needs as described in the Addendum.

C. Contribution to Sustainable Outcomes and Impact

This section will be evaluated according to Merit Review Criterion 3.

Describe how your proposed approach will result in (or contribute to) sustainable outcomes beyond the lifetime of the award, including how your organization's approach will leverage new or existing resources, capacities, and investments. Describe your plan for analyzing, synthesizing, and disseminating findings in order to inform ongoing and future programming and contribute to greater impact.

SECTION III – SUPPORTING INFORMATION

A. Proposed Estimated Cost and Cost Breakdown (1 page maximum)

If requested by the Addendum to submit a budget, please use the budget template provided in Attachment **X**. Concept note submissions not following this format may not be reviewed by USAID. This Section should include a proposed budget and a summary budget narrative justifying proposed expenses.

If invited to submit one, the Request for Applications will require submission of a detailed budget and narrative.

B. Contact Information for Proposed Partners (2 pages maximum)

If applicable, provide contact information for all the core partners in Attachment **X**. Include organization name, point of contact (POC) name, POC title, POC email, and POC phone numbers, as well as a brief description of each prospective partner's previous work and experience.

[END OF AMENDMENT 01]