# A close up of a logo Description automatically generated

# national Languages fund (NLF)

# CONCEPT NOTE APPLICATION

*The Concept Note shall be prepared in accordance with the template below and shall be submitted in both MS Word and PDF formats. The maximum number of pages shall be five (05).*

|  |
| --- |
| ***Office Use Only:***  Application Reference No: Date Received  Receiving Officer: Eligible 🞎 Not Eligible 🞎 |

**General Information:**

|  |  |
| --- | --- |
| Type of Application | Language Rights Promotion Second Language Learning |
| Type of Organization | National Provincial District Divisional |
| Organization Registered as: | NGO CBO Professional Association  University/Research Institute |

**Section 1: Details of Organization**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name of Organization |  | | |
| Date of Establishment |  | Registration No |  |
| Address |  | | |
| District |  | | |
| Province |  | | |
| Contact | Name of the person |  | |
| Phone No/s |  | |
| Email |  | |

*Please attach a copy of your most recent audited financial statements and Profile of the Organization including Staff Personnel – include the total number of female and male staff*

**Section 2: Project Management and Relevant Experience in Managing Granted Funds:**

*Please add rows for additional projects*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Short description of project** | **Funding Organization** | **Amount Received (in SLR)** | **Dates of project implementation** |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 3: Project Concept Proposed:**

|  |  |
| --- | --- |
| **Objective/s** | Overall Goal:  Specific Objectives: |
| **Target Geographic area/s and Specific groups and reach**  *Estimate the number of both men and women by approximate age stratification who would be reached in each area* |  |
| **Brief Description and Relevance** |  |
| **Indicative main activities**  *Outline in point form approach and main activities to be undertaken by the proposed project* |  |
| **Approach**  *Capacity development, Monitoring, knowledge management, communications and information dissemination; sustainability, risk mitigation.* |  |
| **Value added elements**  *Inclusive approach, reflecting particularly on women and girls and disadvantaged populations* |  |
| **Proposed partnerships**  *Outline if you are considering partnership with a women’s organization or other in the implementation of this project* |  |
| **Potential Risks/Mitigation** |  |
| **Approximate Budget (LKR)** |  |

**Section 4: Declaration, Signature and Date:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name and Title  Organization Name |  | Date of Signature |