**Annex 1: Concept Paper Template**

Annual Program Statement

USAID Civil Society Support (CSS) Activity

Media, Inclusion and Freedoms Fund

1. **Introduction:**

|  |  |
| --- | --- |
| **Name of the Organization** (full name):**Registration Number and Date of Registration:** **Address:****Telephone:****E-mail:****Website and/or FB page and/or Telegram Channel (if applicable):** **UEI Number:**  | **Contact Person, Title, & Email:** |
| **Person Authorized to Sign Contracts for the Organization & Title:** |

**Name, Title, and Signature of the Person that is authorized to sign agreement**

Being the person authorized to sign a contractual agreement on behalf of the organization, I certify that the information in this form is complete and accurate.

**Signature: Date:**

**Name:**

**Title: Organization:**

1. **Organizational Background and Capabilities:**

*Please describe your organizational profile, background, and experiences related to the proposed activities. If the project is to take place in specific provinces of Cambodia, please indicate the organization's relevant experience in those provinces.*

1. **Context and Problem Statement:**

*Please describe the context relevant to the proposed project and what challenge(s)this project is designed to address.*

1. **Program Description:**

*Please explain your implementation strategy and approaches to carry out the activities, including your design, implementation timeline, and inclusion strategy. What are your major objectives, and how will you accomplish those objectives? What are the expected results from your proposed project?*

* 1. **Objectives:**

*Please include a clear and precise statement of objectives that demonstrate why the program is relevant and important for the target advocacy area.*

* 1. **Activities and Technical Approach**

*Please give a brief overview of the overall approach, and the specific activities that will contribute to achieving the objectives. This section should include a rough timeline of activities, geographic scope of implementation, and reference to how the proposed program will contribute to Gender Equality, Disability and Social Inclusion (GEDSI). The section should indicate how the proposed activities are creative and innovative approaches to address the problems identified above.*

* 1. **Expected Results**

*Please describe in a few sentences the key expected results of the project. Expected results should not be outputs (i.e., number of dialogues held, number of papers produced) but should be changes in the target thematic policy area.*