**Concept note template – ERRIN Facility**

Organisations that want to put forward a project-idea or concept to the ERRIN Facility must do so via this template. The Concept Note must answer six sections in a maximum of 3000 words.

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| 1. **Summary of the concept** | | |
| *Introduce the project-idea (max. 600 words), starting from the problem that it wants to address.* | | |
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| 1. **Expected results** | | |
| *Describe the results and long term impacts the project can achieve (max. 600 words). Please be specific. Results and outcomes must be measurable.* | | |
| * . | | |
| 1. **Implementation methodology** | | |
| *Describe the activities that will be implemented to achieve the expected results and outcomes (max. 1.000 words). Please include indicative timeframe.* | | |
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| 1. **Environment and potential complementarities** | | |
| *Describe the environment of the project (max. 500 words), focusing on:*  *- ERRIN Members that have shown interest in the concept (if any)*  *- Organisations that could be involved (if any)*  *- Potential funding sources for (parts of) the action (if any)*  *- Complementarities with existing activities (if any)* | | |
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| 1. **Organisational capacities** | | |
| *Describe the experience of your organization in operational project management in the field of return / return-related activities (max. 300 words)* | | |
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| 1. **Estimated budget** | | |
| *Provide an estimation of the budget that is needed for this project, incl. an (indicative) breakdown in major budget-headings.* | | |
| 1. [Heading name] | | [Amount in EUR] |
| 2. Staff co-ordination, 1 FTE | |  |
| 3. Outreach teams, 4 FTE | |  |
| 4. Meetings and travel | |  |
| 5. Small scaled city projects | |  |
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| (add as many rows as needed) | |  |
| **Contact person** | | |
| Name: |  | |
| Function: |  | |
| Telephone: |  | |
| Email: |  | |