**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**
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| *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**
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| *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 |  |
|  |  |
|  |  |
| (add as many rows as needed) |  |
| **Contact person**  |
| Name: |  |
| Function: |  |
| Telephone: |  |
| Email: |  |