



## GHANA POULTRY PROJECT (GPP)

### CONCEPT PAPER INSTRUCTIONS

This document is designed to provide guidance on how to meet the initial requirements of seeking funding for your Organization's proposed activities. Note the purpose of each Concept Paper is to provide the GPP program an opportunity to evaluate your Organization and its concept paper and how it corresponds with the objectives of the Ghana Poultry Project (GPP). Once your concept paper is approved you will be asked to submit an application package for further consideration.

Each Organization is required to accurately complete the attached form by providing all the required information. Each concept paper should be limited to 3-3 pages using the format provided..

Below are additional information on how to complete each section:

**Section 1** requires your organization's name, duns/sams# (if applicable), mailing addresses, telephone number as well as the point of contact name, title and direct phone number.

In **Section 2**, please indicate the Organizational type (e.g.for-profit/, non-profit), its mission, # of employees, last 3 years sales volume and value. Add your registration number (with gov, municipal or any other official Ghana institution) and year of commencement.

In **Section 3**, please provide background information about the problem your Organization intends to address and the objectives of that initiative.

In **Section 4**, describe each of your proposed activities and the method of delivery you are proposing per activity

**Section 5**, explain your target audience (the beneficiaries of your proposed activities). Details should include Region/District of coverage, # of beneficiaries, type of beneficiaries, etc.

**Section 6**, describe what results and outcomes you expect to achieve from this project and how it supports the poultry sector in Ghana.

**Section 7**, describe how the activities will continue once the collaboration with GPP is completed.

**Section 8**, propose the timeframe for the activity, start date and end date (month/year).

**Section 9**, outline the total budget needed for this activity, and what is expected from GPP grant funding. This should also include your expected in-kind contribution.

**Section 10**, provide information regarding your company's management and technical expertise, as well your past experiences in the activities proposed.