

Proposal Form: Concept Note

Insert Project Name /

Date /

Introductory Statement

The purpose of the BHP Foundation's Project Identification Phase is to build and sustain a pipeline of potential project proposals suitable for consideration by the Foundation's Board of Directors for progression to the definition (detailed design) phase. Please be aware that there is no guarantee that a Project proposal (as outlined in this template) will be:

- Selected for consideration by the Foundation Board; and
- If selected for consideration, approved by the Foundation Board to proceed beyond the Identification phase.

Please do not make any assumptions based on BHP Foundation's level of engagement, or the time and resources it dedicates, during the Identification phase.

Instructions

1. Concept Notes should not exceed 10 pages.
2. Organizations must complete each section below.
3. Read the Chile Program strategy and submission rules carefully before completing the template at <https://www.bhp.com/community/bhp-foundation/chile>
4. Please send the completed template to opencall@bhpfoundationchile.cl

Name of Organization:			
Adress of Organization:			
Contact person and position:			
Contact person email:			
Contact person phone:			
Project name:			
Location(s):			
Estimated total budget:		Total amount requested from BHP Foundation:	
Estimated duration:			
If other funding is expected please list donors, contribution and if funding has been confirmed:			

1. Background of Organization Submitting Request

Provide sufficient information detailing when the organization was started, how long they have been operating in the country where the Project will be delivered, experience in similar projects, mission and development approach and governance structure.

2. Context

Provide sufficient information detailing the context and development needs/priorities of the target area and beneficiaries.

3. Rationale

Describe the particular issue the Project will address, why it is necessary to address and how the community was involved in prioritizing this issue.

4. Target Group

Who do you anticipate will benefit from the Project? Include specific detail of target groups (specific disadvantaged/marginalized groups, women, small business owners, etc.) numbers of direct/indirect beneficiaries and target region.

5. Goal and Objectives

Identify the Project goal and objectives/outcomes. Outline how this aligns with the design principles for BHP Foundation Projects and the relevant BHP Foundation Country Program Strategy.

6. Implementation Strategy

Explain the proposed implementation strategy and explain the innovative nature of the proposed project.

7. Potential Partner Organizations

Explain how additional potential partner organizations (Government, private business, NGOs/CBOs) will be brought on board and/or explain nature of relationship if partnership has already been developed. If you have already identified an NGO/s to partner with please provide a brief detail on each.

8. Sustainability Plan

Outline how the outcomes of the Project will be sustainable over time, including measures to avoid dependence on BHP Foundation financing beyond the term of proposed funding support. If on-going funds and/or resources will be required to continue the Project/ Service, how will these funds/resources be sourced and what actions will be taken to ensure this occurs?

9. Impact

Identify how you anticipate monitoring the success of the project over the Project life cycle and how impact will be measured over the longer term in a manner which can align with the relevant BHP Foundation Country Program Strategy.

10. Risks

Identify any identified or potential high and medium level risks to the community, the implementing organization and BHP Foundation.

11. Budget/Timeline

Provide a high level budget estimate and timeline for the delivery of the Project. Does the project qualified for any tax benefit?

The Organization confirms that the information contained herein is true and correct.

I declare that the undersigned Organization does not violate any applicable anti-corruption law, especially Chilean Law No. 20,393, the United States Foreign Corrupt Practices Act; the Australian Criminal Code 1995 (Cth); and the United Kingdom Bribery Act (2010), and will not give, offer, receive, or agree to receive, any payment, gift or other advantage that violates any of the aforementioned anti-corruption laws that may be applicable.

Name and title	
Signature	
Date	