# **WDF CONCEPT NOTE**

Information on eligibility criteria and guidance on required information in the concept note is provided below. Items with specific guidance are marked with \*.

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| **1. Key project information** | | | | |
| Project title \* | | | | |
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| Recipient country. State/Province \* | | | | |
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| Budget requested from WDF (USD/EUR) \* | | | | |
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| Co-funding (USD/EUR) \* | | | | |
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| Expected start date (dd/mm/yyyy) | | | | |
|  | | | | |
| Total duration (in months) | | | | |
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| Name of applicant organisation (including abbreviation, if relevant) \* | | | | |
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| Postal address | | Postal code/ City/State | | Country |
|  | |  | |  |
| Legal address (if different from above) | |  | |  |
|  | |  | |  |
| Website | E-mail | | | Phone |
|  |  | | |  |
| Name of focal point for development of project and concept note \* | Title | | E-mail | Phone |
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| Name of co-applicant organisation (if any) | | | | |
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| Name(s) of collaborating partner organisation(s) (if any) | | | | |
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| **2. Project description** |
| Background \* |
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| Project rationale \* |
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| Target group/beneficiaries and poverty focus \* |
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| Approach (including activities) \* |
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| **3. Project organisation, governance, roles, and responsibilities** \* |
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| **4. Budget** \* |
| |  |  | | --- | --- | | **Main budget headings** | **Expected Budget** | | *Add budget heading* |  | | *Add budget heading* |  | | *Add budget heading* |  | | *Add budget heading* |  | | *Add budget heading* |  | | *Add budget heading* |  | |

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| **5. Other relevant information** |
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# **GUIDANCE FOR APPLICANT**

WDF funds projects devoted to improving diabetes care and prevention in alignment with [WDF’s 2021-2025 strategy](https://www.worlddiabetesfoundation.org/what-we-do), which builds on core interventions and the principles guiding global diabetes and NCD responses.

WDF-funded projects must be locally anchored in low- and middle-income countries included in the OECD Development Assistance Committee (DAC) List of ODA Recipients. [See the current DAC List](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-ODA-Recipients-for-reporting-2021-flows.pdf). Please refer to [What we fund](https://www.worlddiabetesfoundation.org/apply/english/what-we-fund) for more information.

For more information on the WDF partnership concept please refer to the [WDF Code of Conduct](https://novonordisk-my.sharepoint.com/personal/mjoj_novonordisk_com/Documents/FollowMe/ADMIN/Concept%20Note%20Template/o).

Specific eligibility criteria for applicant organisation are stated below.

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| **1. Key project information** | |
| **Project title** | State the project title in maximum 10 words/70 characters incl. spaces (no acronyms). The title should reflect the goal to which the project will contribute |
| **Recipient country**  **State/Province** | Indicate where the project will be implemented. |
| **Budget requested from WDF**  **(USD/EUR)** | Please refer to the WDF website and WDF budget template for the full list of items not funded by WDF. Please provide the total amount requested from WDF. |
| **Co-funding (USD/EUR)** | Co-funding should include in-cash contributions only (not in-kind). Make sure that the co-funding is realistic, aligned with the project budget and that the intended providers of co-funding are committed to contribute the funding. |
| **Name of applicant organisation** | The applicant organisation should have a successful track record within diabetes care and prevention or be aligned with locally anchored partners or networks with such a track record. Furthermore, applicant organisation should be registered as a legal entity and thus be able to sign a contract with a foreign donor and be able to establish a separate bank account for the project grant available for external audit. |
| **Name of focal point for development of project and concept note** | The focal point will be WDF’s point of contact and is responsible for coordinating information between WDF and all other parties involved, as required by WDF. |

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| **2. Project description** | |
| **Background** | Provide a brief context description with a focus on 1) the diabetes situation; 2) existing diabetes care and prevention structures; 3) national policies, strategies, and actions plans for non-communicable diseases/diabetes.  Describe learnings from previous diabetes projects and initiatives conducted by your organisation or other stakeholders, which guide the formulation of the rationale and the design of the proposed project. |
| **Project rationale** | Describe the key issues, gaps and needs, which the project is intended to respond to. Describe the intended response and why this is considered the best, most effective way to mitigate the issues, gaps and needs. |
| **Target group(s)/ beneficiaries and poverty focus** | WDF’s priority is to support the poorest of the poor and projects eligible for WDF funding are specifically targeting poor or marginalised group(s)/ beneficiaries. The description should clearly show how this is systematically considered in the project. Describe how the project takes the [WDF Code of Conduct](https://www.worlddiabetesfoundation.org/sites/default/files/WDF%20Code%20of%20Conduct_Feb2016_2.pdf) into account. |
| **Approach (including activities)** | Include a narrative description of what the project will do to address the issues and gaps described in the project rationale. This narrative should include a description of the activities. Indicate the timeline/sequence of activities. |

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| **3. Project organisation, governance, roles, and responsibilities** |
| Describe project governance and accountability structures. Moreover, provide a concise account of how applicant(s) and partners will collaborate and contribute to the practical implementation of the project with specific reference to their respective roles and responsibilities. |

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| **4. Budget** |
| Provide an outline estimated budget in USD or EUR. The budget should be activity-based and provide an overview of the main budget headings. Administration overhead support cannot exceed 7% of subtotal. Please refer to [What we fund](https://www.worlddiabetesfoundation.org/apply/english/what-we-fund) for more information. |

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| **5. Other relevant information** |
| If relevant, include other information that might be relevant for the project description, project organisation, and/or budget. |