

What information should be sent in the Concept Letter?

Concept Letters should give basic information in five areas:

- Who are the applicant institution and its partners (if any)?
- Does the applicant institution have experience with donor funding?
- What problem and population does the applicant want to target?
- What is the general objective that the applicant would like to attain?
- What is the general approach that the institution is thinking of using to change or improve the existing situation?

The Concept Letter will be screened to determine if the applicant is the type of institution that the RFE can support, and if the project idea is in its priority areas and is feasible within the allowed duration. If both the type of applicant and the project idea fall within the RFE's priorities, the applicant will be invited to develop a full proposal. For this sixth RFE Call for Concept Letters, the deadline for submission is **18 April 2008**. Applicants will be informed of the decision on their concept letter by email and by newspaper publication by **6 June 2008**.

The concept letter has two parts (limited to one page per part) as follows:

Cover letter – this letter should be on the electronic version of the letterhead of your institution. It should contain the following information:

- a brief description of your institution, registration status, its current activities and capacity
- the name, address, phone number (cell and land line if possible) and email address of the contact person for this proposal
- a brief description of your partners (if any) for the proposal
- a very brief description of the basic concept you wish to develop into a full proposal and a statement of why you believe this work can be accomplished in 12 months.

Concept letter form – This form, which can be obtained from the Grant Managers through **RFE@deloitte.co.tz**, allows you to describe your idea more fully. All blocks on this form must be completed. You should copy this form electronically into your computer and complete it with your information. Please respect the one-page limit. Longer concept forms and attachments **will not** be accepted.

Please note:

- Concept Letters and all correspondence must be in English.
- No budget information or formal work plan is needed in Step One.
- No quantified objectives are needed in Step One, however you may submit them if they are available.
- If you applied in previous Rounds but were not successful, you may apply again in Round 6 with a new or revised concept letter.