

BLUE GRANTS FUND 5

May 3 – June 11



Online training in the Preparation of Concept Notes the Blue Grants Fund

Register your participation at info@seyccat.org

May 20 and May 21: 9 am - 4 pm

May 27 and May 28: 9 am- 4 pm (Q&A Clinic)

Facilitators: Dr. Jude Bijoux and Ms. Venessa Melhorn.

Day 1 – Preparing the narrative and completing the application form.	
09:00 – 09:10	Introduction of training facilitators and participants
09:10 – 09:20	Understanding the SeyCCAT strategic objectives, eligibility criteria and requirements for NGOs, companies, businesses and individuals.
09:20 – 09:30	What makes a fundable project
09:30 – 10:00	SMART objectives
10:00 – 10:30	TEA BREAK
10:30 – 11:30	Understanding Project impacts, outcomes, outputs, activities, inputs and indicators.
11:30 – 12:30	How to build a Project Logframe
12:30 – 13:30	LUNCH BREAK
13:30 – 14:00	Project Gantt Chart
14:00 – 14:30	Writing an abstract
14:30 – 15:00	Project sustainability and replication
15:00 – 16:00	Completing the Concept Note application form
16:00	END OF DAY 1
Day 2 – Preparing the project budget and financial reporting.	
09:00 – 09:20	Introduction to the SeyCCAT budget template
09:20 – 10:00	From detailed work plan to budget
10:00 – 10:30	TEA BREAK
10:30 – 12:00	From detailed work plan to budget (continued)
12:30 – 13:30	LUNCH BREAK
13:30 – 14:00	Completing the SeyCCAT budget template
14:00 – 15:00	Record keeping and financial reporting
15:00 – 15:45	Questions and answers, one on one support.
15:45 – 16:00	Training evaluation and feedback from participants
16:00	CLOSURE OF TRAINING WORKSHOP