**Letter of intent**

**L’ACCÉLÉRATEUR UNIT**

**Project title**:

|  |  |  |
| --- | --- | --- |
| **Lead applicant organisation** |  | |
| **Website** |  | |
| **Country of the lead applicant** |  | |
| **Implemeting partners** | Partner 1 :  Partner 2 : (add others if applicable) | |
| **Country/ies of project implementation** | Countries, regions, districts, etc. | |
| **Project duration (in months)** |  | |
| **Expected start date** |  | |
| **Total project budget  (in euros)** |  | |
| **Budget requested from Expertise France** (for multicountry projects, include budget per country) | …€ | ….% |
| **In case of co-funding**  Amount of co-funding : €  Name of donor :  Has co-funding been granted? | Yes  No Expected commitment date: | |

**Total expenses of the lead applicant** as indicated in the complete financial report (income statement and balance sheet) for the last year :

**Contact details (name, telephone, email) for the applicant focal point**: *please indicate here the name of the person who is responsible for the project follow-up in your organization*

**Title (Mr/Mrs /other):**

**Name:**

**E-mail and Telephone number:**

****

**Budget forecasting and delegation to partners:**

|  |  |  |
| --- | --- | --- |
| **Type of actor** | **Percentage of the total budget** | **Percentage of the budget requested from Expertise France** |
| **Lead Applicant** |  |  |
| **Implementing partner 1** |  |  |
| **Implementing partner 2…** |  |  |

**Concept note aim**

In the letter of intent, the lead applicant must express its vision on a specific issue, in connection with L’Initiative’s strategy and the key themes that have been identified by L’Accélérateur, and design broadly the project responding to this issue. The letter of intent will be used to shortlist the projects.

We ask that you please respond to all the questions in a precise and synthetic way.

**Continuation or extension of a project :**

In the case where the proposed project constitutes the continuation or extension of a project previously financed by other partners, the file must include a sheet presenting its results and the changes envisaged with regard to the results of the previous phase (**cf. Annex 3**).

**PROJECT DESCRIPTION**

*The project description must not contain more than* ***5 pages***

*The form must be completed using Calibri font size 11, line spacing 1*

*(The instructions in Italic must be removed)*

1. **Context and problems**

*Describe the context of the project/programme.*

*Justification for the project / issues to which the project aims to adress.*

1. **Assessment**

*Indicate whether an assesment/feasibility study has been carried out.*

*If your project does not have a baseline, please indicate when and how this will be developed during the project implementation.*

1. **Synergies with other projects/programmes**
   1. **Global Fund**

*Provide information to show:*

* *how the project contributes to improving the efficiency and health impact of Global Fund programs*
* *how the project will avoid duplicating activities already funded by the Global Fund (and other donors)*
  1. **National programmes**

*Describe the integration of the project with national health strategies and plans.*

1. **Proposal**
   1. **Geographical coverage**

*Describe the geographical coverage and justify it in terms of the needs identified.*

* 1. **Overall and specific objectives**
  2. **Results**
  3. **Activities**

1. **Beneficiaries**

*Describe the direct beneficiaries of the project (individuals, groups, organisations, etc.), quantify them and describe the selection criteria.*

1. **Partnerships (implementing partners and associated stakeholders)**

*List and describe the relationships between partners; describe their roles and previous collaboration.*

**Annexes to be attached to this letter of intent:**

1. **Form candidates capacity** (annex 1),
2. Presentation of the project leader and partners (in line with the template provided in annex 2),
3. **Project results form**  (in line with the template provided in annex 3),
4. A **copy of the lead applicant's statutes** (i.e. the organization’s key governing document, in French or English),
5. Proof of registration of the organization in the country showing the lead applicant's address.
6. **Latest financial report** (income statement and balance sheet), validated at a General assembly or by another governance body,
7. Latest annual **activity report,**
8. Estimated **annual budget** for the current year,
9. Latest approved **audit report.**