



27.02.2018

# GUIDELINES

## Application for Grants

### Small Actions and Culture Projects

#### (2018-2019 phase)

#### 1. Introduction

The Swiss Agency for Development and Cooperation (SDC) is Switzerland's international cooperation agency within the Federal Department of Foreign Affairs (FDFA). SDC is responsible for the overall coordination of development support and humanitarian aid provided by the Swiss Confederation. SDC is represented in Moldova through the Swiss Cooperation Office (SCO-M), which is also the Representation of the Embassy of the Swiss Confederation in the Republic of Moldova.

These guidelines explain the thematic areas and the terms of application for the funding offered by SDC for Small Action and Culture projects in Moldova.

#### 2. Eligible themes and activities

Through the Small Grants Program, the SDC supports:

- *Small Action projects* – small-scale innovative projects of limited duration that address development issues related to the main areas of Switzerland's support for Moldova. Under the 2018-2021 Swiss Cooperation Strategy for Moldova, these areas are: (1) Health, (2) Local Governance and (3) Economic Development & Employment.<sup>1</sup>
- *Culture projects* that promote and disseminate contemporary and innovative approaches in art and culture on topics and various social and development issues relevant for the Moldovan society.

**Priority** will be given to projects that aim directly or indirectly at promoting innovation, tolerance, civic participation, inclusiveness, diversity, interethnic and rural-urban dialogue. The following elements are specifically encouraged:

- Facilitation of interethnic communication and understanding;
- Involvement and/or targeting of people from small urban and rural areas;
- Fostering communication and collaboration between people and institutions / organizations from both banks of the Nistru River;
- Promotion of tolerance and acceptance towards individuals and groups that are discriminated/marginalized because of their ethnical origin, sexual orientation, religion, age, disability, health status, etc.
- Initiatives involving Moldovan migrants and diaspora organizations;
- Capacity building of local authorities, managers and practitioners in SDC priority areas and in culture;
- Improving civic literacy and civic education;
- Addressing issues related to gender equality and social inclusion.

Submitted projects proposals have to meet the following eligibility criteria:

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<sup>1</sup> For more details, see the full text of the 2018-2021 Swiss Cooperation Strategy for Moldova. The link will be available in April 2018



- Require a one-time contribution from SDC. Recurring projects from the same organization, e.g. festival editions, can only be financed more than once in the course of a two-year phase of the Program only if the applicant offers convincing evidence that the quality of the action/event, its outreach, as well as contributions from other donors have considerably increased.
- Have a duration of up to 12 months (in exceptional cases, 18 months).
- The funding requested from the SDC is min. CHF 2'000 and max. CHF 30'000. Exceptionally, the SCO-M will examine the possibility to fund a project with up to CHF 50'000.

**N.B.** SDC's contributions to small action and culture projects amount to a maximum of 80% of the overall proposed intervention. Applicants shall prove their financial means and their capability to contribute with at least 20% of the total project budget. Although financial independence is not the sole criteria for awarding SDC's grants, SDC shall give priority to those applicants proving their capacity to fundraise or contribute with their own resources. Applicants are therefore encouraged to look for co-funding from other donors or provide their own financial and/or in-kind contribution. The information about co-funding and applicants' contribution should be clearly indicated in the budget.

**Non-eligible activities:** Study tours abroad, scholarships, charity events, humanitarian aid and infrastructure projects, activities carried out outside Moldova, running costs of the applying organization (e.g. office rent and maintenance, salaries for the management of the organization, not directly related to the project, etc.).

### 3. Eligible applicants

Eligible for funding are the following types of legal entities registered in the Republic of Moldova:

- Non-governmental and non-profit organizations
- Professional associations and unions
- Local offices of international organizations
- Public institutions
- Central and local governmental institutions
- Commercial entities, in exceptional cases, with no-profit projects

**Non-eligible applicants:** Physical persons

### 4. Application procedures

Within this Small Grants Program, there are no application deadlines. Applications are examined by the SCO-M Selection Committee on an ongoing basis in the order applications are received.

Applicants shall submit a **Project Concept** with brief (max.1 page) description of the project idea in Romanian, or Russian, or English, and an estimative budget via email: [chisinau@eda.admin.ch](mailto:chisinau@eda.admin.ch)

The shortlisted applicants will be requested to submit a **Project Proposal Package** (see point 4.1) via email and in original, dated, stamped and signed accordingly at the address: str. A.



Mateevici, block 23-B, Chisinau.

#### **4.1. Project proposal package (to be submitted only by pre-selected applicants)**

The project proposal package shall consist of the following documents:

- **Project proposal** (see point 4.2). Please number all pages and include the name of the project on the cover page;
- **Project budget** (in Moldovan lei) dated and signed by the director and the accountant of the applying organization. The budget shall include detailed information on the requested funds, as well as information on the contribution by other donors and by the applying organization. Use the SDC budget template and edit it according to the project's specific needs. Please ensure that:
  - The budget is presented in a clear manner, with all corresponding borderlines, formulas and information on all contributors;
  - Salaries for administrative staff are separated from the salaries of operational staff;
  - The percentage of the staff involvement in the project is indicated;
  - The digital version of the budget is printer-friendly.
- Copy of a valid registration certificate, issued by a relevant authority of the Republic of Moldova;
- Copy of the organizational chart;
- Reference letters from other donors, partners, Moldovan authorities (if available);
- Written confirmation of other contributions, if the project is co-funded by other donors;
- Any other project-related supporting documents.

#### **4.2. Structure of the project proposal**

The project proposal shall be written in English. In case the applicant has no capacity to write it in English, the proposal can be submitted in Romanian or Russian.

The project proposal should be of max. 6 pages and comprise the following:

##### *1. Background information about the applying organization*

- Mission of the organisation
- Date of founding and list of founders
- Copies of documents confirming the legal status of the organization

##### *2. Previous experience*

- The main projects and activities, as well as results achieved
- Partners and donors

##### *3. Context and problem statement*

- Description of the context and problem(s), including of the root causes that lay behind these problem(s)
- Description of target groups and beneficiaries, including the estimated number of people who will directly or indirectly benefit from the project

##### *4. Project goal and objectives*

- Overall purpose of the project (proposed solution to the above mentioned problem)
- Objectives / expected results



### 5. *Project activities*

- Outline of activities that will be undertaken in the framework of the project
- Direct outputs ('products') of activities
- How activities and outputs will contribute to achieving the goal of the project?

### 6. *Timeframe*

Plan of activities, including dates of completion

### 7. *Partners*

- Other organisations (government, civil society) addressing the problem
- How does your project complement their activities?
- Other donors supporting your project

### 8. *Budget*

Indicate the total budget in the proposal; attach the detailed budget in Moldovan Lei.

### 9. *Monitoring and evaluation; dissemination of results*

- How will you measure the success of your activities, quality of results /'products', and effects on beneficiaries?
- How will you know whether the above-mentioned situation (problem statement) has seen a positive change?
- How will you disseminate your project results and successes?

### 10. *Risks and sustainability*

- What are the risks related to the implementation of your project and, if any, how are you going to mitigate them?
- How will you ensure the sustainability of the results after the end of your project?

## 5. **Evaluation of project proposals**

The Selection Committee examines all submitted project ideas (one-page project concepts). The shortlisted applicants are then requested to prepare and submit the project proposal package.

The submitted proposals are examined by the Selection Committee in several stages. After the first examination, the responsible SCO-M Officer will get in touch with the applicants to clarify questions addressed by the Selection Committee and to ensure that the project proposal and the budget meet the SDC requirements:

- Project activities and applicant(s) meet the eligibility criteria (see chapter 2 and 3 of these Guidelines).
- The project proposal and budget are complete and structured in a clear manner.
- A clear vision on the intended change(s)/ effect(s) is presented and the proposed activities are relevant for their achievement.
- Applicant(s) have management and programmatic capacity, i.e. required human resources, competence and experience.
- The project is cost-efficient.
- Applicant's contribution (financial or in-kind), as well as support (co-funding) by other donors/sponsors, would be an asset.
- Risks are assessed and mitigating measures are presented accordingly.



- A basic results' dissemination and sustainability plan is available.

## 6. Approval

When all questions, related both to the project proposal and budget, are clarified, the Selection Committee proceeds with the final examination and decides whether the project will be financed or not.

**N.B.!** Please note that the process of project proposal and budget adjustment can sometimes be lengthy and difficult. However, it does not guarantee that the project will be approved for funding.

The final results shall be announced via e-mail to each applying organization individually, as soon as decisions are made.

The decisions made by the Selection Committee are final and shall present no grounds for any form of appeal, nor do they require any detailed reasoning or explanation.

## 7. Agreement

Agreements between SDC and implementing partners shall be prepared and signed before activities start (the funding cannot be retroactive) on the basis of the previously negotiated project proposal and budget.

## 8. Reporting

The implementing partners shall submit narrative operational reports, as well as financial reports, written in English. The narrative operational report shall refer to progress in achieving the expected results, as outlined in the project proposal. The financial expense account shall be structured in the same way as the project budget. The reports (operational and financial) shall be commented and formally approved in written by the SCO-M.