Culture Project Proposal Application Form and Guidelines

Project Document (Outline)

*Project proposals shall be written in English and/or Mongolian. (Applicants from Ulaanbaatar are required to submit application in English. Rural applicants are encouraged to apply in English, and required to provide 1-2 pages informative summary in English if applying in Mongolian) The proposal shall not exceed 5 pages without counting cover and annexes. It shall have the following structure:

Cover page

Project Title

Name of the Organization (Applicant)

Address of the applicant: location, tel., fax, email etc

Contact Person

Project Location

Duration of the Project

Gross Budget

Project Description

(*The project description is an essential part of the project document, which plays a crucial role in decision making. Please furnish relevant information under the following headings. Add any supplementary information you feel is relevant to your request.*)

1. Executive Summary
2. Background Information
3. About the Applicant(s)
4. Project Goal and Objectives
5. Project Activities, significance of intervention and implementation strategy
6. Project Target Group, Beneficiaries
7. Project's intended results and impacts
8. Timeframe
9. Partners and Stakeholders
10. Risks and Assumptions
11. Sustainability, Gender and Minority Equality
12. Monitoring and Reporting
13. Work Plan, detailed action plan for the project

Annex 1: Project Budget (in MNT)

The budget should reflect all the costs for planned activities and overall administrative expenses and must be calculated in Mongolian Tugrigs. Personnel and consultants' salaries and fees shall not exceed 20 percent of the total budget and if exceeded, the balance shall be covered by the applicant. Additionally, contribution from the applicant to the project and the amount requested from SDC are to be indicated. Potential income is to be listed at the end of the budget. The budget needs to be exact and prepared in Microsoft Excel. The summary budget is to be included in the body of the Project Document.

Additional Documents
(To be provided if selected for the short-lists)

i) A statement of the legal status (copy of organization's registration/license)
ii) Brief introduction of the organization (available brochure, leaflet and factsheets in soft files are acceptable)
iii) CV of the people directly involved in the implementation of the proposed project
iv) Other documents supporting the proposal (e.g. request from the target group, government and line ministry endorsement, visual (photographs) etc.)
v) The last audited financial report of the organisation, etc.
vi) If needed, the project selection committee may call short-listed applicants for interviews during the decision making process.

SDC /Швейцарын Хөгжлийн Агентлаг

Project Budget Template / Төслийн төсвийн загвар

Project name/ Төслийн нэр:		Total Budget in MNT Нийт төсөв төгрөгөөр	
Implementer /Хэрэгжүүлэгч:			
Contact / Холбоо барих			

Activities / Үйл ажиллагаа	Contribution to the overall budget		Төслийн нийт төсөв / Total budget of the project	Comments / Тайлбар
	Requested funds from SDC / ШХА-аас хүсч буй санхүүжилт	Funds from applicant or other donors /Өөрийн болон бусад хандивлагчдын санхүүжилт		
Activity / Үйл ажиллагаа 1	-	-	-	
1.1	-	-	-	
1.2	-	-	-	
1.3	-	-	-	
Activity / Үйл ажиллагаа 2	-	-	-	
2.1	-	-	-	
2.2	-	-	-	
2.3	-	-	-	
Activity / Үйл ажиллагаа 3	-	-	-	
3.1	-	-	-	
3.2	-	-	-	
3.3	-	-	-	
Activity / Үйл ажиллагаа 4	-	-	-	
4.1	-	-	-	
4.2	-	-	-	
4.3	-	-	-	
	-	-	-	
TOTAL / Нийт	**-**	**-**	**-**	

Summary / Хураангуй			
Activity / Үйл ажиллагаа 1	-	-	-
Activity / Үйл ажиллагаа 2	-	-	-
Activity / Үйл ажиллагаа 3	-	-	-
Activity / Үйл ажиллагаа 4	-	-	-
Total / Дүн	**0**	**0**	**0**

Potential income / Боломжит орлого	Amount / Дүн
details / дэлгэрэнгүй 1 e.g ticket sales / жишээ: билет зарсан орлого)	0
details / дэлгэрэнгүй 2	
details / дэлгэрэнгүй 3	

Example of Activity Schedule

No.		1	2	3	4	5	6	7	8	9	10	11	12	milestones (description, completion date)	responsibility	time required (working days)	budget	remarks
Output 1 for year 2018:														**Indicator(s):**				
A 1.1	activity 1.1																	
A 1.2	activity 1.2																	
A 1.3	activity 1.3																	
A 1.4	activity 1.4																	
Output 2 for year 2018:														**Indicator(s):**				
A 2.1	activity 2.1																	
A 2.2	activity 2.2																	
A 2.3	activity 2.3																	
A 2.4	activity 2.4																	
A 2.5	activity 2.5																	
Output 3 for year 2018:														**Indicator(s):**				
A 3.1	activity 3.1																	
A 3.2	activity 3.2																	
A 3.3	activity 3.3																	