



## Culture Project Proposal

Project proposals shall be written in English and shall not exceed five pages without counting cover and annexes. It shall have the following structure:

### Cover Page

Project Title Name of the Organisation (Applicant) Address of the applicant: mail box and physical location, telephone, email etc. Contact person Duration of the Project Gross Budget
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### Project Description

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

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| <ol style="list-style-type: none"><li>1. Executive Summary</li><li>2. Background Information / context</li><li>3. About the Applicant(s)</li><li>4. Project Goal and Objectives</li><li>5. Project Activities, significance of intervention and implementation strategy</li><li>6. Project Target Group, Beneficiaries</li><li>7. Project's intended results and impacts</li><li>8. Timeframe</li><li>9. Partners and Stakeholders</li><li>10. Risks and Assumptions</li><li>11. Sustainability, Gender and Minority Equality</li><li>12. Monitoring and Reporting</li><li>13. Work Plan, detailed action plan for the project</li></ol> |
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### Project Budget

The budget should reflect all the costs for planned activities and overall administrative expenses and must be calculated in Tanzanian Shillings. 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.

## Summary Budget

Description	Total Budget	Organisation / Own contribution	Contribution requested from the Embassy of Switzerland / SDC
	(A)	(B)	(A-B)
1. Operational/activity costs			
2. Travel costs			
3. Administrative costs			
TOTAL			
%			

## Annexes:

To be provided if candidate is short-listed

- I. Detailed budget
- II. A statement of the legal status (copy of organization's registration/license)
- III. Brief introduction of the organisation (available brochure, leaflet and factsheets, if available)
- IV. CV/resumes of the people directly involved in the implementation of the proposed project
- V. References
- VI. Other documents supporting the proposal (e.g. request from the target group, government and line ministry endorsement, visuals/photographs, last audited financial report of the organisation, etc.

If needed, the project selection committee may call short-listed applicants for interviews during the decision making process.