



03.04.2017

GUIDELINES

Application for Grants

Small Actions and Culture Projects

(2017-2019)

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) / Representation of the Embassy of the Swiss Confederation in the Republic of Moldova. Switzerland provides support to Moldova in three priority areas: Health, Water & Sanitation, and Migration & Development.

Through the 2017-2019 Small Grants Programme, the SDC supports Small Action projects that address development issues in the main fields of the SDC activity in Moldova, as well as Culture projects aiming at encouraging innovative artistic and cultural creation on issues related to social or development issues but with respect for artistic freedom of partners.

These guidelines are meant to explain which are the thematic areas and the terms of application for the funding offered by the Swiss Agency for Development and Cooperation for Small Action and Culture projects in Moldova.

2. Eligible themes and activities

Under the Small Grants Programme, SDC provides funding for the following types of Small Action and Culture projects in Moldova:

- A. Small-scale innovative actions of limited duration that complement the SDC's long-term projects in the fields of Health, Water & Sanitation, Migration & Development, and/or address one or more of the priorities described below.**
- B. Projects that promote and disseminate contemporary and innovative approaches in art and culture on themes and problems relevant for the Moldovan society.**

Priority will be given to projects that aim directly or indirectly to promote innovation, tolerance, inclusiveness, diversity, interethnic and rural-urban dialogue, particularly one or more of the following:

- Facilitate interethnic communication and understanding;
- Involve and/or target people from small urban and rural areas;
- Foster links between people from the both banks of the Nistru River;
- Change attitudes and promote tolerance and acceptance towards minorities (ethnic, sexual, religious etc.), people with disability, people living with HIV and other vulnerable social groups;
- Initiatives involving Moldovan migrants and diaspora organizations;
- Build capacity of local authorities, managers and practitioners in SDC priority areas, including in culture;
- Address issues related to good governance and gender equality.



2.1 Other eligibility criteria

- The project foresees a one-time contribution.
- The project duration is max.12 months; in exceptional cases, max.18 months.
- 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.
- The funding requested from the SDC is min. CHF 2'000 and max. CHF 30'000. Only in exceptional cases, the SCO-M will examine the possibility to fund a project with up to CHF 50'000.
- The project includes financial and/or in-kind contributions of the applicant.
- The project ensures a good visibility of its own activities and of the donor(s).

Non-eligible activities: Study tours abroad, scholarships, charity events, humanitarian aid and infrastructure projects, running costs of the applying organization

2.2 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 including educational
- Central and local governments

Non-eligible applicants: Physical persons, commercial entities

3. Application procedures

In order to ensure transparency and equal access to SDC funding under this Small Grants Programme, the SCO-M announces publicly an open competition of projects.

Applicants shall submit a brief (max.1 page) description of the project idea/ project concept including an estimative budget via email at chisinau@eda.admin.ch.

After the pre-selection, the shortlisted applicants will be requested to submit a Project Proposal Package (see point 3.1) via email and in original, dated, stamped and signed accordingly at the address str. A. Mateevici, block 23-B, Chisinau.

3.1. 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 3.2). 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 specific needs. Make sure 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;
- Unless the project staff is working full-time for this specific project, the percentage of their part-time involvement in project activities is indicated;
- Ensure that the digital version is printer-friendly.
- Copy of a valid registration certificate, issued by a relevant authority of Moldova
- Copy of the organizational chart
- Reference letters from other donors, partners, Moldovan authorities (if available)
- Written confirmation of other contributions
- Any other project-related supporting documents.

3.2. Structure of the project proposal

The project proposal shall be written in English (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, and 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

3. Project activities

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

4. Timeframe

Plan of activities, including dates of completion

5. Partners

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

6. Budget

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



7. *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?

8. *Risks and sustainability*

- What are the risks related to the implementation of your project, and if any, how are you going to mitigate them?
- What will happen with the results/‘products’ you have achieved after the end of your project?

4. Evaluation of project proposals

The SCO-M Selection Committee will examine all submitted project ideas (one-page briefs). The shortlisted applicants will be requested to prepare and submit a project proposal package. The final results shall be announced via email to each applying organization individually, as soon as decisions are made.

4.2 Selection criteria

The following selection criteria are applied for project proposals submitted:

- Project activities and applicant(s) meet the eligibility criteria (see chapter 2 of these Guidelines).
- The project tackles themes and problems relevant for the SDC and for the country.
- The project proposal is complete and structured in a clear manner.
- Clear vision on the intended change(s)/ effect(s).
- Applicant(s) have management and programmatic capacity, i.e. required human resources, competence and experience.
- The project is cost-efficient, includes the applicant’s contribution (financial or in-kind). Support (co-funding) by other donors/sponsors would be an asset.
- Risks are assessed.
- A basic results dissemination and capitalization plan is available.

4.3 Approval

When all questions related both to the project narrative proposal and budget are clarified, the SCO-M Selection Committee takes the final decision regarding the funding or non-funding of the project. The decisions made by the Committee are final and shall present no grounds for any form of appeal, nor do they require any detailed reasoning.

5. Agreement

Agreements between SDC and partners shall be prepared and signed before activities start (no retroactivity) on the basis of the previously negotiated project proposal and budget.



6. Reporting

The reports of implementing partners, submitted in English, shall include operational and financial aspects. Reporting shall correspond to the expected results of 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.