

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 or 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

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6. Project Target Group, Beneficiaries

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7. Project's intended results and impacts

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8. Timeframe

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9. Partners and Stakeholders

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10. Risks and Assumptions

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11. Sustainability, Gender and Minority Equality

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12. Monitoring and Reporting

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13. Work Plan, detailed action plan for the project (See example sheet)

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 Tugrigns. 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 submitted 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.

Example of Activity Schedule / Work Plan

No.		1	2	3	4	5	6	7	8	9	10	11	12	milestones (description, completion)	responsibility	time required (working days)	budget	remarks
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Output 1:														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:														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:														Indicator(s):				
A 3.1	activity 3.1																	
A 3.2	activity 3.2																	
A 3.3	activity 3.3																	