



Call for Project Support

GUIDELINES

Deadline: **03 November 2023, 17:00**

Applicants can submit one proposal only

PURPOSE AND BACKGROUND:

A Project Support grant is a short-term support provided to an art/culture institution, individual artists or initiative teams for the realization of innovative artistic projects.

Duration: 6 to 18 months, starting from January 2024

The annual allocation of a grant can be from **CHF 5,000 to CHF 20,000 (approx. from TJS 62,000 – TJS 250,000)**; exchange rate acc. to the date of application submission)

It is a requirement to have applicant's own or other donors' contribution of at least 20% (can be in-kind) of the overall budget of the proposal.

ELIGIBILITY CRITERIA

Are eligible to a project support grant institutions working in the art/culture sector, individual artists or initiative groups, that fulfill the following criteria

- Institutions need to be legally registered in Tajikistan for at least 2 years. This does not apply to individual artists or initiative groups.

AWARD CRITERIA:

It is not necessary for each proposal to cover all below criteria. However, each proposal shall respond to key criteria underlined:

1. Sensitization on societal issues or reflection of socio-economic realities understandable/attractive to a large audience
2. Outreach to and/or participation of marginalized groups such as youth, women/girls, periphery (out of capital) or rural communities, or other marginalized groups
3. Innovative approach: the project works with new art/culture approaches, techniques, themes and tools; demonstrates an original way of working with people or provides new, possibly digital opportunities in the field of art/culture or communication
4. Pedagogical dimension: specific resources dedicated to art education, education through or on art, awareness-raising through artistic tools

Exclusion criteria:

The following activities are **not financed** as a Project Support:

- Publication of monographs
- Production of feature films

- Anniversary celebrations
- Travel grants (e.g., participation in festivals or conferences, study tours, etc.) if not part of the project
- Hardware support, if not a part of the project
- Construction or restoration of premises or investments in other capital assets, if not a part of the project

APPLICATION PACK to be submitted

- Copy of the registration certificate of the organisation
- Annex 1: Application Form
- Annex 2: Budget

SUBMISSION AND SELECTION PROCESS:

Project Support grants will be allocated according to the following procedure:

- Any interested organisation, individual or initiative group that can demonstrate eligibility as per the criteria above is invited to submit an application by 1 November 2023, 17:00
- SCO will select the best applications and revert to only selected applicant latest on 10 December 2023.
- SCO may invite the applicant(s) to provide additional information

Please consider following important points:

- No consultation is given at the stage of application compilation.
- Application packs which are incomplete or submitted after the deadline will not be considered.
- Application shall be in English (as well as in Russian or Tajik) and maximum 7 pages (Arial 11).
- Application by an organization shall be submitted on the organization's letterhead, or include official stamp/seal.
- Application pack shall be submitted in one copy per e-mail: Dushanbe.culture@eda.admin.ch.
- The SCO reserves the right to seek additional or clarifying information from applicants after initial review of proposals.
- The rejections will not be explained to the applicant. Recourse is excluded.
- Before the signing of the contract with the selected partners, the SCO may perform a partner risk assessment.

SCHEDULE OF ACCEPTANCE:

03 November 2023 – application deadline

10 December 2023 – response to selected applicant

ANNEX 1: APPLICATION FORM

PROJECT SUPPORT

One applicant can submit only one proposal

Deadline for submission: **03 November 2023, 17:00** local time

Cover page on the letterhead of the applying organisation

1	Applicant's name: (If organization, include legal status and date of foundation, and number of staff)	
2	Contact person (name, telephone, email)	
3	Project title:	
4	Short description: (2-3 lines)	
5	Objectives: (short, max. 2 objectives)	
6	Outputs:	
7	Location or geographical coverage:	
8	Beneficiaries - direct (e.g., artists, students) - indirect (public)	
9	Project duration:	
10	Partners and donors:	
11	Main events / highlights / products:	
12	Total project budget of the project (in TJS)	
13	Requested budget amount (in TJS and %)	

Date of application:

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Signature of contact person:

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Stamp of organization:

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APPLICANT:

Please give the information about your organisation/yourself/Initiative group answering the following question:

- Who are you? What is your mission?
- What is your experience in the targeted area of activity or theme?

A. STATEMENT of the issue:

Please describe the context with regards to the issue which you would like to address with the proposed project. Why do you consider it important addressing this issue and why do you think it is timely to address it now?

B. PROJECT DESCRIPTION:

Please give all the relevant information about what you want to achieve with this project and how, e.g., by answering the following logical questions:

- How does your project address the above-described issue and what is specific in your project approach, which gives you an advantage in addressing this issue?
- What are the objectives/expected results you would like to achieve with your project?
- What activities will you conduct in order to achieve the planned results?
- How are you going to monitor the activities and measure the progress towards the planned results?
- What innovation will your project introduce (techniques, ideas, approaches)?
- Who and how many people will be benefiting from the project?
- In what way do you intend to include girls or women, youth under the age of 30, ethnic minorities, representatives of rural communities, or other marginalized groups?
- Which geographical location will be covered by your activities?
- Who and how many persons will be involved in the implementation?
- Who are your partners and what is their role in your project?
- How do you intend to communicate about the project and what are the target groups for the communication?
- Perspectives: What are your plans as an individual/organisation once this project will be finished? What will happen with the materials and products of the project?

C. WORKPLAN:

Please present the implementation plan of your project with clearly defined steps toward the expected results and outcomes.

D. RISK assessment:

Please explain which challenges or problems could negatively influence the implementation of the proposed activities and what are the planned measures to do reduce those?

E. FINANCE:

Budget (please give a detailed budget according to form in the ANNEX: Budget)

ANNEX 2: SCO Budget template for Project Support (please find in a separate file)