Project proposal for small actions (*maximum five pages*):

Summary

Project Title	
Project location	
Objectives **[overall & specific]**	
Activities	
Partners	
Beneficiaries	
Project duration	
Applying institution and references	
Date of application	
Project costs	
Contact persons	

Descriptive Part

Context:

Project Description

1. Objectives and results

1.1 Project purpose

1.2 Project results

2. Activities

3. Beneficiaries

4. Implementation Arrangements

4.1.   Organization and implementation procedures

Role and participation of various actors

Organisational structure

4.2.   Timeline

4.3.   Operational project steering

Monitoring and Evaluation:
Reporting:
Media outreach and plan:
Sustainability:

4.4   Risk

5. 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:
- **Institution / organisation references (as described under 4.1)**
- **Curricula vitae (CVs) of key project personnel (as described under 4.1)**