

Small Grant Guide:

The Embassy of Switzerland will sign a contract with the implementing agency to agree on specific project objectives, proposed activities and on a budget. After signing the contract, the Embassy will disburse 70% of the funds to the implementing agency. Please note that financial contributions generally range between USD 6'000-20'000 and the project period cannot extend 12 months. Upon termination of the project, the implementing agency will submit a financial report with original receipts of project expenses as well as a narrative report to the Embassy. After approval by the Embassy, the remaining 30% of the funds will be disbursed to the implementing agency.

The Embassy decides yearly on main themes for the small grant scheme, this year's themes are as follows:

1. **Good Governance:** support of broad initiatives with the aim to strengthen national policy frameworks and institutions.
2. **Human Rights:** support of small-scale initiatives of CSOs to strengthen equal rights and free civil space.
3. **Peace Processes:** support of peace, reconciliation and transitional justice initiatives.
4. **Technical/ Hardware Development Cooperation:** support of grass-root projects with a focus on infrastructure-based development projects.

Project Proposals will be assessed against the following criteria:

- **Geographic Scope:** planned project activities are located within Thailand, Laos, and Cambodia.
- **Design:** the proposed project design is based on clear objectives that are translated into comprehensive activities targeting a clear group of beneficiaries. Small grants ideally support innovative projects that correspond to local needs while avoid to create dependencies. A project that seeks a contribution to jump-start a project or to scale a project may be given preference. To guarantee ease of monitoring for the Embassy, the project design shall also demonstrate relatively simple project monitoring mechanisms.
- **Impact:** a project demonstrates its position within a broader strategy to generate long-term and sustainable impacts.
- **Financial Viability:** the proposed costs for the intended outcomes should be cost-effective. A small grant neither intends to cover 100% of a proposed budget nor pays for running costs of a pre-existing project.
- **Institutional criteria:** a project partner is locally anchored and demonstrates independence from religious and state institutions. The partner does not pursue profit-seeking activities and avoids duplicating official state tasks.
- **Link to Switzerland:** project partners that can highlight a link to Switzerland through their proposed activities, values etc. are especially welcomed.
- **Risk management:** a project partner provides a robust risk analysis and highlights corresponding mitigating measurements.
- **Support Cycle:** Projects by one implementing partner can be supported more than once, support within two consecutive years will be avoided.
- **Code of Conduct:** all implementing partners are obliged to follow the [Code of Conduct](#) of the Swiss Federal Department of Foreign Affairs.

Useful Links: [Embassy of Switzerland in Bangkok](#); [Swiss Federal Department of Foreign Affairs](#); [Swiss Agency for Development and Cooperation](#)

Disclaimer: The Embassy reserves the right to accept or reject project proposals at any time and without further explanation, even if most or all criteria and principles are seemingly met. Acceptance or rejection of proposals shall in no way be interpreted as an indication that Switzerland is or is not supportive of the cause and/or the work of a given organisation.