



# Eligibility Criteria and Requirements for Funding Small Projects

## Eligibility criteria

Projects shall:

- be in line with the domains and objectives of the Swiss Cooperation Programme 2021-2024 (available at the [website](#) of the Embassy of Switzerland);
- not exclusively finance the purchase of equipment or the provision of consulting services;
- take place mainly in Bosnia and Herzegovina;
- not exceed the maximum requested Swiss contribution of over CHF 200,000 represented as the equivalent in BAM, using the exchange rate at the time of the project proposal submission. (*Applications will be carefully reviewed taking into account the cost benefit/effectiveness of proposed activities and budget, and the capacities of the applicant*).
- include a financial or in-kind own contribution by the applicant. In case the applicant is a local organisation, the Swiss contribution is limited to a maximum amount of 80%. In case the applicant is a public institution or an international or Swiss organisation registered in Bosnia and Herzegovina, the Swiss contribution is limited to a maximum amount of 50%.
- budget an external audit in the project proposal application in case of a requested Swiss contribution equal or above CHF 100,000;
- not have a duration of more than 18 months or last beyond February 28, 2023;

## Criteria of exclusion

The available funds for Small Projects shall not be used to finance:

- study tours abroad;
- private business ventures and commercial activities, unless they contribute to development objectives and a market distortion is not to be expected;
- individuals;
- scholarships;
- charity events and sponsorships;
- organization with religious and political party affiliation;
- purchase of vehicles;
- infrastructure (possible exceptions are emergency and crisis situations);
- equipment, unless it is indispensable for the implementation of the small action;
- planning and evaluation activities;
- additional activities in large-scale projects where Swiss contributions would not be visible;
- running costs of public institutions or governmental bodies, including the salaries of public servants;
- a second phase of a previously implemented Small Project.

## **Competence and reliability of the applying organisation**

The partner organisation *must*:

- be registered in BiH, have an adequate organisational structure and a sound financial record,
- provide a reference list for projects implemented over the past five years and indicate whether (and for what purpose) the organisations has received funds from the Swiss Government before,
- demonstrate that they have the knowledge and capacities to conduct the proposed activities.

Each applicant can receive funding only for one project in the current phase.

## **Selection criteria**

Projects *must*:

- be developed in a participatory way and reflect a clear need among the selected target beneficiaries;
- provide quality information and describe the feasibility of proposed activities in the application (applicant's understanding of the problem to be addressed by the project, general description of the activities and the results to be achieved, and compatibility with the Swiss Cooperation Programme);
- take into account the sustainability of results

Projects are *preferred, if they*:

- take into consideration one or more of the following and clearly demonstrate how these will be applied: social inclusion, gender equality, youth support, good governance, climate change adaptation or mitigation,
- promote and undertake capacity development as a way of improving performance at the individual, organizational, network and broader system levels, encouraging learning, empowering those involved to carry out their functions and to achieve their development objectives;
- support the introduction or testing of new ideas and innovative approaches / provide opportunities;
- explore new partnerships for possible future engagement as part of the Swiss Cooperation Program;

*In order to ensure a swift and expedient evaluation, applicants will strongly be advised to submit their applications and supporting documents in English. For projects equal or above CHF 50,000 this requirement is obligatory.*

## **Reporting**

Grant recipients need to submit an operational and financial report (based on provided templates) within 30 days after the end of the project activities. For projects with a Swiss contribution higher than CHF 50,000 organisations can be requested to submit an overview of expenses and remaining funds within the project implementation. The final report shall include operational and financial elements; they shall specifically respond to the expected results, as defined in the respective project document and report about changes in qualitative (i.e. storytelling) and quantitative terms. The financial report should contain and list all copies of all supporting documents (bills, receipts, contracts etc.) against the respective positions in the budget that were submitted as part of the application, including the applicant and other donor

contributions. Grant recipients are strongly advised to submit their reports in English. For projects equal or above CHF 50,000 this requirement is obligatory. The payment schedule for all projects foresees a minimum of two instalments, with the final instalment (usually 20%) after the receipt and acceptance of the final operational and financial reports. In cases where an overview of expenses and remaining funds is foreseen, the receipt and acceptance of the overview is a requirement for releasing an interim instalment.