



12.04.2019

Application Guidelines SDC Small Grants Program (2019-2022)

1. Introduction

The Swiss Agency for Development and Cooperation (SDC) is Switzerland's international cooperation agency within the Federal Department of Foreign Affairs (FDFA). SDC is responsible for the overall coordination of development support and humanitarian aid provided by the Swiss Confederation worldwide. SDC is represented in Moldova through the Swiss Cooperation Office (SCO-M), which is also the Representation of the Embassy of the Swiss Confederation in the Republic of Moldova.

These guidelines explain the thematic areas and the terms of application for the funding offered by the SDC Small Grants Program between 2019 and 2022.

The SDC Small Grant Program provides support through a competition of grants. The grants are of the following two types:

- **Small grants up to CHF 50'000** for projects focused on one or more of the eligible themes described below;
- **Grants up to CHF 100'000** for projects, submitted by national or regional organizations, or a consortium of organizations, focusing on one or more of the eligible themes described below with an additional component related to institutional development. This component can focus on institutional development (e.g. strategic planning, project cycle management, results based and human rights based approach, etc.) of the applicant organization and/or of other organizations.

2. Eligibility criteria

2.1. Eligible themes and activities

In the frame of this Small Grants Program, SDC gives priority to the following:

A. Projects addressing democratic processes, human rights, civil society development in general, as well as specific topics related to social inclusion, gender equality, governance, anti-corruption, migration and development in the main areas of Switzerland's support for Moldova -- **Health, Local Governance, Economic Development and Employment**¹

Priority will be given to projects aiming at one or more of the following:

- Increasing civic literacy and democratic participation;
- Monitoring the implementation of good governance and human rights principles;
- Cooperating with UN human rights mechanisms and special procedures;
- Overseeing reforms (e.g. accountability, watchdogging) in the areas mentioned above;
- Facilitating access to public services and employment (e.g. through social enterprises);

¹ For more details, see the full text of the 2018-2021 Swiss Cooperation Strategy for Moldova at https://www.eda.admin.ch/dam/deza/en/documents/laender/2018-2021-cooperation-strategy-moldova_EN.pdf



- Ensuring access to quality information and offering space for public debate;
- Fostering freedom of mass media.

B. Culture projects promoting cultural diversity and contemporary artistic expression, creating spaces for dialogue, and supporting professionals and their organizations to play a more active role in the sector development.

Priority will be given to projects aiming at one or more of the following:

- Addressing, in innovative ways, issues that are high on today's public agenda;
- Facilitating dialogue and cooperation between different regions and population groups, e.g. rural-urban, inter-ethnic, both Nistru River banks;
- Providing access to quality cultural and artistic events in disadvantaged areas;
- Promoting contemporary art and experimental approaches, including in educational institutions;
- Creating opportunities for professional development for central and local culture managers and practitioners;
- Promoting reforms in the culture sector.

Non-eligible activities: Study tours abroad, scholarships, charity events, humanitarian aid, infrastructure projects, activities carried out outside Moldova, and running costs of the applicant.

2.2. Other eligibility criteria

- The project duration is of max. **18 months**.
- The application requires a one-time contribution from SDC.

Recurring projects submitted by the same organization, such as festival editions, may be funded more than once during the three-year phase of this Program only if the applicant provides convincing evidence that the quality of activities, their scale, but also the contributions of other donors have increased considerably.

- The applicant contributes with at least 20% of the total project budget.

The contribution, provided by SDC, amounts to a maximum of 80% of the overall project budget. Applicants shall prove their financial means and their capability to contribute with at least 20% of the total project budget. Although financial independence is not the sole criteria for awarding the grants, SDC shall give priority to those applicants proving their capacity to fundraise or contribute with their own resources. Applicants are therefore encouraged to look for co-funding from other donors or provide their own financial and/or in-kind contribution. The information about co-funding and applicants' contribution should be clearly indicated in the budget.

- **Transversal themes:** Projects shall have either explicit objectives related to social inclusion, gender equality, governance & anti-corruption, migration & development, or integrate at least one of these topics as a transversal theme.
- **Partnership projects** are encouraged between representatives of two or more of the following: civic activists, informal citizen groups, independent artists, migrants, civil society organizations, local and national mass media, public authorities, educational institutions, business associations and private entities.



2.3. Eligible applicants

The applicant shall be a legal entity registered in the Republic of Moldova, e.g.:

- Non-governmental organizations
- Professional associations and unions
- Local branches of international organizations and NGOs
- Public institutions, including educational and cultural
- Commercial entities with non-profit projects, e.g. social enterprises.

N.B. Physical persons are not eligible. They might be part of a partnership project, however the applicant should be a legal entity.

3. Application procedures

There are no application deadlines within the SDC Small Grants Program. Applications are examined in the order of receipt and are discussed **every two months** by a Selection Committee.

Applicants shall submit a **Project Concept** with a brief (max.1 page) description of the project idea in Romanian, or Russian, or English, including an estimated budget, via email: chisinau@eda.admin.ch

The shortlisted applicants will be requested to submit a **Project Proposal Package** (see point 3.1) in electronic format via email. Only after the final approval for funding, the project proposal package will be submitted in original, dated, stamped and signed accordingly, at the address: str. A. Mateevici, block 23-B, Chisinau.

3.1. Project proposal package (to be submitted only by pre-selected applicants)

The project proposal package shall consist of the following documents:

- **Project proposal** (see point 3.2). Please number all pages and include the name of the project on the cover page;
- **Project budget** (in Moldovan lei) dated and signed by the director and the accountant of the applying organization. The budget shall include detailed information on the requested funds, as well as information on the contribution by other donors and by the applying organization. Use the SDC budget template and edit it according to the project's specific needs. Please ensure that:
 - The budget is presented in a clear manner, with all corresponding borderlines, formulas and information on all contributors;
 - Salaries for administrative staff are separated from salaries of operational staff;
 - The percentage of the staff involvement in the project is indicated;
 - The digital version of the budget is printer-friendly.
- Copy of a valid registration certificate, issued by a relevant authority of Moldova;
- Reference letters from other donors, partners, Moldovan authorities;
- Written confirmation of other contributions, if the project is co-funded by other donors;
- Any other project-related supporting documents.

3.2. Structure of the project proposal

The project proposal shall be written in English. In case the applicant has no capacity to write it in English, the proposal can be submitted in Romanian or Russian. The project proposal should be of **max. 6 pages** and comprise the following:



1. *Background information about the applying organization*

- Mission of the organisation
- Date of founding and list of founders
- Copies of documents confirming the legal status of the organization

2. *Previous experience*

List of the main implemented projects, partners and donors

3. *Context and problem statement*

- Brief description of the context and problem(s), including of the root causes that lay behind these problem(s)
- What other organizations (governmental, NGOs) deal with the stated problem? How does your project complement their activities?

4. *Project goal and objectives*

- Overall purpose of the project (the proposed solution to the above mentioned problem)
- Objectives (the expected results)

5. *Project activities*

- Brief description of the project activities
- Direct outputs (“products”) of activities
- How activities and outputs will contribute to achieving the goal of the project?
- List of target groups and beneficiaries, including the estimated number of people who will directly or indirectly benefit from the project

6. *Timeframe*

Plan of activities, including dates of completion

7. *Partners*

Mention the other donors and partners who support or are involved in your project.

8. *Budget*

- Indicate the total project budget and the amount requested from SDC;
- Attach the detailed budget (SDC template in Excel) in Moldovan Lei.

9. *Monitoring and evaluation; dissemination of results*

- Brief description of how the quality of your activities, results (products and effects on beneficiaries) will be measured.
- How will you know whether the above-mentioned problem statement or situation has seen a positive change?
- How will you disseminate your project results and successes?

10. *Risks and sustainability*

- What are the risks related to the implementation of your project and, if any, how are you going to mitigate them?
- Give your reflections on how you will ensure the sustainability of the project results.

4. **Evaluation of project proposals**

The submitted project proposals are examined by the Selection Committee in several stages. After the first examination, the responsible SDC officer will get in touch with the applicants to



clarify questions addressed by the Selection Committee and to ensure that the project proposal and the budget meet the following SDC requirements:

- Project thematic areas, objectives, activities and applicant(s) meet the eligibility criteria (see chapters 2 and 3 of these Guidelines).
- The project proposal and budget are complete and structured in a clear manner.
- A clear vision on the intended change(s)/ effect(s) is presented and the proposed activities are relevant for their achievement.
- Applicant(s) have management and programmatic capacity, i.e. required human resources, competence and experience.
- The project is cost-efficient.
- The applicant's contribution (financial or in-kind) / the support (co-funding) by other donors/sponsors is of min. 20% of the total project budget.
- Risks are assessed and mitigating measures are presented accordingly.
- A basic results' dissemination and sustainability plan is available.
- A partner/applicant risk assessment might be conducted.

5. Approval

When all questions, related both to the project proposal and budget, are clarified, the Selection Committee proceeds with the final examination and decides whether the project will be financed or not.

N.B. Please note that the process of project proposal and budget adjustment can sometimes be lengthy and difficult. However, it does not guarantee that the project will be approved for funding.

The final results shall be announced via e-mail to each applying organization individually, as soon as decisions are made.

The decisions made by the Selection Committee are final and shall present no grounds for any form of appeal, nor do they require any detailed reasoning or explanation.

6. Agreement

Agreements between SDC and implementing partners shall be prepared and signed before activities start (the funding cannot be retroactive) on the basis of the previously negotiated project proposal and budget. The agreement provides all details on project implementation, monitoring and reporting.