



## Call for Institutional Support

### GUIDELINES

Deadline: **11<sup>th</sup> of August 2023, 17:00**

Applicants can submit one proposal only

#### **PURPOSE AND BACKGROUND:**

Institutional Support grants aim to support the institutional development and the core activities of **competent art and culture institutions that increase people's access to artistic productions reflecting socio-economic realities in Tajikistan and that provide open spaces, where artists can create artworks reflecting societal issues as well as a diversity of cultural expressions, opinions and voices.**

Institutional Support grants are a 2-3 year support granted to competent and promising non-governmental arts and culture institutions, for their institutional and operational development.

It is based on a mutually agreed Institutional Development Plan, laying down the expected results of the institutional development as well as the process to get there with clear organizational milestones and outputs.

**Duration:** Implementation timeframe of one Institutional Support grant can go from **2 to 3 year** (starting from September 2023).

The annual allocation of a grant cannot exceed **TJS 300'000**

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.

Running costs of an institution can be included in the budget of an institutional support contract, but their specific items, percentages and justifications will be considered case by case.

Running costs must be shared proportionally between co-funders.

**Excluded** from financing: travel grants, hardware support and/or purchase/construction/restoration of premises or investments in other capital assets.

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<sup>1</sup> Swiss Cooperation Office Tajikistan - further as "SCO"

## **ELIGIBILITY CRITERIA:**

Are eligible to an institutional support grant competent non-governmental local arts and culture organizations, that fulfill the following criteria

- Mandate in the art/culture domain
- Legally registered in Tajikistan for at least 5 years<sup>2</sup>
- Proven activities in the arts/culture sector in at least the past 5 years
- Proven experience in sensitizing through arts/culture on societal issues, such as gender equality, environment, cultural diversity or socio-economic realities.
- Part of a local or regional artistic or cultural operators' network.

## **AWARD CRITERIA:**

- Commitment to open and democratic values such as respect for diversity, gender equality, tolerance and human rights (past proven achievements by various source of information, e.g. reports, publications, donor references, official profiles)
- Interest and potential in working with other arts and culture actors within and across regions/oblasts: existing institutional networks, past activities in collaboration with other actors, plans for future extension of the networks and collaborations as specified in the proposal
- Above the average organizational capabilities and potential proven by functional organigramme, existence of an internal controlling system, previous financial reports and audits.
- Audience outreach: existence or planning of an audience development concept.
- Experience in art-mediation activities or plan for the development of a concept on art-mediation<sup>3</sup> work.
- Existence of a physical or digital space for artistic interactions and art-productions.
- Availability of an Institutional Development Plan and Programmatic vision of the Institution (at least for the 3 upcoming years).

Particular attention will be given to the following aspects of the proposal:

- Women empowerment: participation or leadership of girls / women in the institution or project activities, creation of spaces for women's creative expressions and exchange, topics reflecting gender-based discrimination aspects, or any innovative approach for strengthening the role and rights of girls and women
- Youth<sup>4</sup> empowerment: active participation or leadership of young people under 30 years in the institution or project activities, issues attracting or affecting youth, creation of spaces for youth's creativity and expressions or exchange, or any innovative approach for youth empowerment
- Respect for diversity of opinions and expressions: leadership or participation of ethnic minorities or other marginalized groups in the institution or project activities, topics or art/culture types attractive to diverse social groups; as well as demonstration and exchange of diverse artistic forms and genres.
- Periphery<sup>5</sup>: leadership or participation of representatives of rural areas and remote regions outside the capital city in the institution or project activities, outreach to an audience in remote regions outside the capital city

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<sup>2</sup> See the chapter Legal documents and information for more details

<sup>3</sup> Explanations of art-products, helping people to 'read' the art piece, attracting people to art

<sup>4</sup> Young people living in the country under the age of 30

<sup>5</sup> Geographical areas situated outside of capital city or in the farer places from the central administrative capitals.

## **SUBMISSION AND SELECTION PROCESS:**

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

- Any interested organization that can demonstrate eligibility as per the criteria above is invited to submit an application by 11<sup>th</sup> of August 2023, 17:00 local time.
- SCO will evaluate the applications that it will have received against the criteria and requirements outlined in this application form. SCO will select the best applications and revert to applicants latest on 31<sup>st</sup> of August 2023.
- SCO may invite the applicant for an interview for clarifying some issues related to the application submitted.
- SCO may invite the winning organizations to develop an in-depth proposal within 1-2 months. For this process, SCO may offer guidance or support.
- SCO will review the in-depth proposals and if accepted, will enter into a contractual agreement and provide financial support for the period concerned.

### 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 and maximum 10 pages (Arial 11).
- Application 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](mailto:Dushanbe.culture@eda.admin.ch).
- The SCO reserves the right to seek additional or clarifying information from applicants after initial review of proposals.
- All applicants will be informed about the decision on selection via e-mail; the rejections will not be explained to applicant and no replies will be given to requests in this sense. Recourse is excluded.
- Before the signing of the contract with the selected partners, the SCO will perform a partner risk assessment (check that adequate capacities for office management, IT, project management, financial management, etc. are provided).

## **SCHEDULE OF ACCEPTANCE:**

11<sup>th</sup> of August 2023 – application deadline

31<sup>st</sup> of August – response to the application

## **APPLICATION PACK to be submitted:**

- Legal documents and information<sup>6</sup>
- Annex 1: Application Form
- Annex 2: Budget

## **CHECK LIST:**

Before sending your proposal, please check once more the following:

- The Application Form is complete following the SCO guidelines.

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<sup>6</sup> Legal documents and information - all necessary documents that can prove the current legal and institutional status of applicant should be submitted:

- Organization's registered name
- Formation documents (registration #, certifications, statute, tax classifications)
- Organizational chart (incl. advisory/governing board)
- List of key personnel and CVs
- List of key partners and donors
- Copy of official bank account information of organization
- Audited financial accounts of the last two years, including list of sources of income
- Reference letters or other information on previous similar activities
- Other related documents you consider relevant and useful for assessing the legal status

- The Budget Form has been completed and justified according to the SCO template with indication of all external contributions.
- The required legal documents are attached.
- The proposal is in English.
- An electronic version of the proposal is sent via e-mail to the address:  
Dushanbe.culture@eda.admin.ch
- The duration of the proposal is between 2 and 3 years.
- The applicant is a non-profit organization registered under the national legislation.

**INSTITUTIONAL SUPPORT**

One applicant can submit only one proposal

Deadline for submission: **11<sup>th</sup> of August 2023**, 17:00 local time

Cover page on the letterhead of the applying organization

|   |  |
|---|--|
| 1. Organization name:   |  |
| 2. Address:   |  |
| 3. Phone number:  |  |
| 4. Website:   |  |
| 5. Organization’s mission/mandate:  |  |
| 6. Legal status of the organization:  |  |
| 7. Date of foundation of the organization:  |  |
| 8. Number of current staff:   |  |
| 9. Main geographical focus of organization’s activities:                                |  |
| 10. Organization’s budget for the last two years (2022, 2023) and main funding sources: |  |
| 11. Total budget of the proposal:   |  |
| 12. Amount requested for Institutional Support grant:                                   |  |
| 13. Duration of implementation of proposal:   |  |
| 14. Contact person and function:  |  |
| 15. E-mail: (contact person)  |  |

Date of application:

Signature of contact person:

Stamp of organization:

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**Reminder:** in filling this proposal consider that it is essential that you share information demonstrating that you are fulfilling the list of eligibility criteria (Chapter 2 of the guideline document). Without such explicit demonstration, your application will not be considered. The questions below are indicative; please add any other information which you consider relevant.

### **ORGANIZATION / Information about the applying organization (max. 2 pages)**

Please give all the relevant information about your organization, i.e.:

- What is your mission?
- What is your mid-term vision?
- How are you organized, logistically, in terms of human resources (list your key staff and tasks, organigram)?
- Do you have an internal controlling system in your organization? How does it work?
- What is your annual budget and how are you funding your organization and activities?
- From which other donors/contributors and for which activities have you received funding in the past?
- What are your core activities?
- What were your achievements in the last two-three years (including qualitative and quantitative, especially in regard to the award criteria mentioned in above guidelines)?
- Add any other information which you consider relevant.

### **OBJECTIVES related to institutional development (max. 2 pages)**

Please give all the relevant information about what you want to achieve and how you want to achieve it, in relation to your own institutional development in a form of **Institutional Development Plan (IDP)**, i.e.:

- What are the strengths and weaknesses as well as challenges which you are facing as an organization?
- What are the overall objectives/expected results that you would like to achieve in terms of your institutional development?
- What are your targets in 3 years in term of professional niche and expertise, scope of activities and staff/budget, outreach (geographically and in terms of public and project participants)?
- What are your clear institutional milestones and outputs?
- Why are these objectives important and what will change once you have achieved them?
- What do you need in order to achieve these objectives (e.g. training of staff, support to improve internal processes, advice in terms of marketing and branding, communication and networking, etc.)?
- How are you going to measure the achievements of the success in term of your institutional development?
- What are your financial plans in term of future financial stability or reducing your dependency on donors/sponsors?
- What tools or ideas do you have in view of the realization of your financial plan?
- What is your exit strategy (how do you see your financial situation in 3 years after completion of the Institutional Support)?

### **OBJECTIVES related to your operational activities (max. 2 pages)**

Please give all the relevant information about what you want to achieve in terms of the **idea** / content of your operational work, and its **implementation plan**, i.e.:

- What are the general strategic objectives / expected results you would like to achieve with your programmatic activities, related to your mission / vision?
- Why are these objectives important and what changes in the culture scene/society would you like to bring as a result of your work?
- What outcomes will you aim at in order to reach your main goal?
- How are you planning to achieve these objectives (in terms of approaches, types of activities, resources, etc.)?
- Who will be the beneficiaries and main partners for your operational activities?
- What are the roles of the different partners and their contribution to the proposed activities?

- What will be your geographical scope and outreach of the various activities?
- What innovation will your future activities introduce (techniques, ideas, approaches)?
- How are you going to measure the success of your activities (indicators)?
- Please outline a clear work plan indicating the baselines and targets toward the expected results.

**RISKS:** (max 1 page)

Please clarify what the risks or possible challenges (internal to your institution, and external) could negatively influence the implementation of the proposed activities.

Which are your calculated measures to reduce those mentioned risks?

**BUDGET and FINANCIAL MANAGEMENT:** (max. 1 page)

Budget (please give a detailed budget according to the form in the ANNEX 2: Budget)

Please describe here in this chapter the main budget categories and their justifications.

If you have any income generation/commercial activity, please indicate how the income will be used, or present the business plan (if commercial activity is based on legal basis).

Please describe the main elements of your financial management (including accounting) system: how is your organisation dealing with its financial management?

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**ANNEX 2: BUDGET** (Please find in a separate document: SCO Institutional Support template)