



Call for Project Support

GUIDELINES

Deadline: 11th of August 2023, 17:00

Applicants can submit one proposal only

PURPOSE AND BACKGROUND:

Project Support grants aim to support projects in the arts/culture domain that increase people's access to artistic productions reflecting socio-economic realities in Tajikistan.

A Project Support grant is a short-term support provided to an art/culture institution, individual artists or initiative teams for the realization of innovative artistic projects.

Duration: The implementation timeframe of one Project Support grant can be from **6 to 18 months (starting from September 2023)**.

The annual allocation of a grant can be from **TJS 50'000** to max. **TJS 100'000**.

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.

ELIGIBILITY CRITERIA

Are eligible to a project support grant institutions working in the art/culture sector, individual artists or initiative groups, that fulfill the following criteria

- Institutions need to be legally registered in Tajikistan for at least 5 years. This does not apply to individual artists or initiative groups.
- Proven activities in the arts/culture sector in at least the past 5 years

AWARD CRITERIA:

- The project needs to make a clear contribution to the outcomes of the Central Asia Arts and Culture Programme by increasing people's access to artistic productions that reflect societal issues, such as gender equality, environment or cultural diversity, social cohesion, or socio-economic realities in Tajikistan.
- Educational/sensitization aspect and art-mediation: The concept for the project needs to include documentation that will provide explanation of societal issues/socio-economic realities to the audience and helps the audience to read the art piece.
- Innovative approach: the project works with new art/culture approaches, techniques, themes and tools; demonstrates an original way of working with people or provides new, possibly digital opportunities in the field of art/culture or communication

¹ **Swiss Cooperation Office Tajikistan - further as "SCO"**

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

- Women empowerment: participation or leadership of girls / women in the 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.
- Youth² empowerment: active participation or leadership of young people under 30 years in the 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 project activities, topics or art/culture types attractive to diverse social groups; as well as demonstration and exchange of diverse artistic forms and genres.
- Periphery³: leadership or participation of representatives of rural areas and remote regions outside the capital city in the project activities, outreach to an audience in remote regions outside the capital city.

Exclusion criteria:

The following activities are **not financed** as a Project Support:

- Publication of monographs
- Production of feature films
- Anniversary celebrations
- Travel grants (e.g. participation in festivals or conferences, study tours, etc.) if not part of the project
- Hardware support, if not a part of the project
- Construction or restoration of premises or investments in other capital assets, if not a part of the project

APPLICATION PACK to be submitted

- Legal documents and Information*
- Annex 1: Application Form
- Annex 2: Budget

**Legal documents and Information:*

If applicant is an organization, the following necessary documents that can prove the current legal status of applicant should be submitted, such as:

- Organization's registered name
- Formation documents (registration #, certifications, statute, tax classifications)
- Organizational chart
- List of key personnel and CVs
- List of key partners and donors
- Copy of official bank account information (as no payments in cash will be made)
- 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

If applicant is an individual or initiative group, the following documents and information shall be submitted:

- CVs of applicant/s
- Copy of passport/s
- Recommendation letters
- Copy of official bank account data (as no payments in cash will be made)
- Documents or information proving the legitimacy or reputation of applicant (publications, certificate of membership of an art-union, references, recommendation letters, professional profile, media reports)

² Young people under the age of 30 living in the country.

³ Geographical areas situated outside of capital city or in the farer places from the central administrative capitals.

SUBMISSION AND SELECTION PROCESS:

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

- Any interested organization, individual or initiative group that can demonstrate eligibility as per the criteria above is invited to submit an application by 11th 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 application(s) and revert to applicants latest on 31st of August 2023.
- SCO may invite the winning applicant(s) 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 proposal(s) 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 7 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).
- 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 or justified 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:

11th of August 2023 – application deadline

31st of August – response to the application

CHECK LIST:

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

- The Application Form is complete following the SCO guidelines.
- 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 maximum 1,5 year.

PROJECT SUPPORT

One applicant can submit only one proposal

Deadline for submission: **11th of August 2023**, 17:00 local time

Cover page on the letterhead of the applying organization

1	Applicant's name: (if organization, include legal status and date of foundation, and number of staff)	
2	Contact person (name, telephone, email)	
3	Project title:	
4	Short description: (2-3 lines)	
5	Objectives: (short, max. 2 objectives)	
6	Outputs:	
7	Location or geographical coverage:	
8	Beneficiaries - direct (e.g. artists, students) - indirect (public)	
9	Project duration:	
10	Partners and donors:	
11	Main events / highlights / products:	
12	Total project budget of the project (in TJS)	
13	Requested budget amount (in TJS and %)	

Date of application:

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Signature of contact person:

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Stamp of organization:

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A. APPLICANT (Information about applicant) (about 0.5 page)

Please give the information about your organization/yourself/Initiative group answering the following question:

- Who are you? What is your mission?
- What is your mid-term vision?
- Please describe your core activities and environment in which you work.
- What is your experience in the targeted area of activity or theme?

B. STATEMENT of the issue (about 0.5 page)

Please describe the context of Tajikistan with regards to the issue which you would like to address with the proposed project.

Please explain why you consider it important addressing this issue and why you think it is timely to address it now (please give a brief analysis of the problem by using any available statistical data, research results or media responses). Are there other institutions working on this issue or trying to develop/solve this issue? What is specific in your project approach, which gives you an advantage in addressing this issue?

C. OBJECTIVES of the project (about 1.5 pages)

Please give all the relevant information about what you want to achieve with this project and how, e.g. by answering the following logical questions:

- What are the general strategic objectives/expected results you would like to achieve with your project?
- Why are these objectives important and what changes for whom would you like to bring as a result of your work?
- What is your project going to do (outputs) to achieve the planned results/changes?
- How do you plan to achieve these objectives (in terms of approaches, type of activities, resources, etc.)?
- Who will be the beneficiaries (both direct and indirect)? How many participants to you intend to reach with your project?
- In what way do you intend to include girls or women, youth under the age of 30, ethnic minorities, representatives of rural communities, or other marginalized groups?
- How will your project influence their role, for example in the family or in the broader society?
- Who will be the main partners for the planned activities?
- What are the roles of the different partners and their contribution to the proposed activities?
- What will the geographical location and coverage of the various activities be?
- Explain which award criteria (in above guidelines) you are fulfilling and why?

D. WORKPLAN: (about 1 page)

Please present the implementation plan of your project with clearly defined steps toward the expected results and outcomes.

Please briefly outline your highlights' plan and desired milestones.

E. RISK assessment (about 0.5 page)

Please explain which challenges, barriers or problems could negatively influence the implementation of the proposed activities. What are your planned options to do reduce these risks?

F. PROJECT STRUCTURE (about 0.5 page)

Please describe the structure of your project:

- How many persons will be involved in the implementation?
- What is the role of each person involved, who is reporting to whom?
- Please give a short summary list of your personnel and their short CVs.
- Will you be cooperating with other partners for the implementation? If yes, please give partners'

- names, experiences and capacities in the related field.
- What is the role of the mentioned partners?

G. VISIBILITY (about 0.5 page)

Please present your communication plan for this Project.

- Which communication means and tools do you have (web-site, bulletin, info-page, etc.) and how often do you publish information on your activities?
- What media/information partners do you have
- What are the target groups for your communication activities?
- How do you plan to communicate on the project?

H. FINANCE (about 0.25 page)

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

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

Please describe the main elements of your financial management (including accounting system): how are you/your organization dealing with your/its financial management?

I. ACCOUNTABILITY/CONTROLLING (about 0.25 page)

How are you going to monitor the activities?

What are your evaluation tools to define the quality and quantity of your activities' results? How will you know that your project produced results?

What indicators or measures are you planning to use to help understand progress towards desired results?

J. FUTURE PERSPECTIVES (about 0.25 page)

What are your plans as an individual/organization once this project will be finished?

What will happen with the materials and products of the project?

ANNEX 2: SCO Budget template for Project Support (please find in a separate file)