



Call for proposals

On behalf of the Swiss Agency for Development and Cooperation (SDC) the Swiss Cooperation Office (SCO) in Azerbaijan calls for proposals by art people and organizations based in Azerbaijan to submit art and cultural project ideas in one of the following areas, or a combination of them:

- Gender Equality
- Environment and Climate Change
- Inclusiveness
- Digitalization

Who can apply?

Applicants can be organizations or individuals representing all types of art. Applicants should not be linked to a political party, nor should their proposal have any relation or interaction with political activities.

Financial and other conditions

- Grant provided by SDC is maximum AZN 9'000 per project. Co-funding of at least 20% from the applicant and/or other donor is a compulsory requirement. Projects with higher percentage of co-funding are preferred. Information on co-funding is to be provided in the concept note, as well as in the budget.
- Applicants shall be responsible for all taxes and social insurances of staff, in accordance with the relevant legislation.

Requirements for the application

Applicants shall submit a project proposal of maximum 5 pages in the provided templates and format containing:

- Project context and clear description of the idea;
- Detailed budget (the template provided is to be used);
- Communication and visibility issues related to the project (e.g. closing exhibitions, film screenings etc.).

Key dates

- 18 February 2022, 17h00 (Baku time) – deadline for submitting project proposals.
- 14 March 2022 – awarded participants will be contacted by SCO.
- 1 April 2022 – earliest possible implementation start of the awarded project.
- 30 September 2022 - latest completion of the project.

Submission

A signed and complete project proposal including the project budget must be submitted in PDF format to baku.applications@eda.admin.ch with the subject line "Small Art and Culture Proposals 2022" no later than 18.02.2022, 17h00 (Baku time).

The size of the attachments should not exceed 10MB. Receipt of the submissions will be acknowledged by an e-mail. Only awarded applicants will be contacted by 20 March 2022 latest. Questions will be answered only if submitted in writing to baku.applications@eda.admin.ch.

Award criteria

Relevance of the action: Relevance and practicality of the project addressing at least one of the announced topics of gender equality, environment and climate changes, inclusiveness, digitalization. *Weighting: 35%*

Quality of the concept note: Clarity and comprehensibility of the project proposal and budget quality. *Weighting: 25%*

Sustainability: Though small, these art and culture projects should ideally have sustainable results. Scalable and replicable approaches will be given a priority. Co-funding will be weighed in this criteria. *Weighting: 15%*

Inclusiveness of vulnerable groups/gender perspective: Empowering the marginalized and disadvantaged groups, especially women, shall be given a preference. *Weighting: 15%*

Capacity and experience of the organization: Capacities of the applicant, both organizations and individuals, will be weighed under this criterion. *Weighting: 10%*