



## Call for proposals

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

- 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 a maximum of AZN 10'000 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 project proposal, as well as in the budget submitted.
- Applicants shall be responsible for all taxes and social insurances of staff, in accordance with the relevant legislation.

### Requirements for the application

The following requirements for applications should be considered when filling in the attached templates (templates for proposal and budget):

- The project proposal should be maximum 5 pages;
- The context, description of the idea, as well as activities, outputs and outcomes should be described in a clear way;
- The budget should be detailed and clear including all expenses;
- Communication and visibility issues related to the project (e.g. closing exhibitions, film screenings etc.) should be explained in a comprehensible way.

### Key dates

- **23:59 o'clock (Baku time), 31 July 2023** – deadline for submitting project proposals
- **Mid-August 2023** – awarded participants will be contacted by SCO
- **11 September 2023** – earliest possible implementation start date of the awarded project
- **30 April** - 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](mailto:baku.applications@eda.admin.ch) with the subject line "Small Art and Culture Proposals 2023" **no later than 23:59 o'clock (Baku time) on 31.07.2023.**

The size of the attachments should not exceed 10MB. Receipt of the submissions will be acknowledged through an e-mail.

Questions will be answered only if submitted in writing to [baku.applications@eda.admin.ch](mailto:baku.applications@eda.admin.ch).

### Award criteria

**Relevance of the action:** Relevance and practicality of the project addressing at least one of the following areas: environment and climate change, inclusiveness, and digitalization. Outreach and number of direct beneficiaries. *Weighting: 35%*

**Quality of the concept note:** Clarity and comprehensibility of the project proposal, as well as the completeness and understandability of the budget. *Weighting: 30%*

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

**Sustainability:** Though small, these art and culture projects should ideally have sustainable results. Scalable and replicable approaches will be given a priority. Co-funding from the applicant and/or other donor will be weighed under this criterion. *Weighting: 10%*

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