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| Bund_RGB_pos | **Embassy of Switzerland in Bosnia and Herzegovina** |

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| ***Application form for the Small Projects grants*** |
| ***Date of application*** |  |
| ***Project title*** |  |
| ***Name of the applying organization and contact person*** |  |
| ***Full address of the organization*** |  |
| ***Telephone number*** |  |
| ***Contact email*** |  |
| ***Legal status of the organization and year of establishment*** |  |
| ***Fields of activity of the organization*** |  |
| ***Bank account details*** *(name of account holder, address of account holder, account number, bank name and address)* |  |

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| ***Expected project starting date and duration*** |  |
| ***Context and problem definition (****describe the problem that the project is meant to solve****)*** |  |
| ***Main project goal****(what project aims to achieve)* |  |
| ***Describe link of the project to the strategic sectors defined in the Swiss Cooperation Strategy in Bosnia and Herzegovina 2017-2020*** |  |
| ***Beneficiaries of the project*** *(who, e.g. vulnerable groups, number of people)*  |  |
| ***Describe how the project was developed and how it reflects the needs of its beneficiaries*** *(describe how a participatory approach was used in the project development, how the needs are identified )* |  |
| ***Geographical coverage of the project*** *(where it will be implemented)* |  |
| ***Project outputs and expected results*** *(products and/or services of the projects, change and improvements that the project will make with its beneficiaries, qualitative and quantitative indicators)* |  |
| ***Project activities*** |  |
| ***How the project promotes one or more of cross cutting themes*** *(gender equality, good governance)* |  |
| ***Does the project address the reduction of inequalities that lead to the social exclusion of particular groups?(****briefly describe)* |  |
| ***Does this project engage in public policy influencing at different levels of government in BiH, and if so how?*** *(briefly describe)* |  |
| ***Does this project include capacity development of your organization and partners?*** *(briefly describe)* |  |
| ***Does this project has the potential for further implementation or scaling up? (****briefly describe****)*** |  |
| ***Describe the key project partners*** *(e.g. public institutions, communities, NGOs, private sector, others)* ***and their role/contribution in the project*** |  |
| ***Describe the sustainability of the project results*** *(if applicable)* |  |
| ***Risks and mitigation strategies (****briefly describe****)*** |  |
| ***Monitoring, steering and reporting during project implementation*** *(how, who, when, what)* |  |
| ***Total project budget (BAM)*** |  |
| ***Requested Swiss contribution (BAM)*** |  |
| ***Own contribution (in BAM and/or in kind)******Min 15% of total budget*** |  |
| ***Expected contributions from other sources (BAM)*** |  |
| ***Previous experience in similar projects as in the one proposed (****briefly describe if applicable****)*** |  |
| ***References*** *(name, organization, address, phone, email)* |  |
| ***Supporting documents to be provided with the application form*** | * Copy of the applicant’s registration in Bosnia and Herzegovina (record from the registry not older than six months)
* Organisational chart /list of staff containing information on members and their tasks
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| ***Completed application form together with attached budget form and supporting documents should be submitted to the following email address:*** ***sar.smallactions@eda.admin.ch*** ***with the subject title Application to Small Projects grants*** |