**2026 Call for Small Project Proposals – application questionnaire**

Instructions

* *Please fill in the form in English.*
* *In principle, all the questions should be answered. If not relevant, please state it that way.*
* *This form must be submitted online alongside the completed budget proposal and the requested supporting documentation, no later than 21st September 2025.*
* *Incomplete applications will not be considered.*
* *Only shortlisted organizations will be contacted.*

Key information

* Thematic area (choose one):
	+ 1 – Promotion of gender equality in rural communities.
	+ 2 – Support of essential services at the village or neighborhood level
* Location(s) of the project (you may choose more than one):
	+ Sumatra
	+ Nusa Tenggara Barat
	+ Maluku
	+ Sulawesi
	+ Timor-Leste
* Project title (Maximum 10 words)
* Prospected start and end date (mm.yyyyy-mm.yyyy)
* Applicant name
* Project’s overall budget: IDR (USD for Timor-Leste)
* Contribution requested to the Embassy of Switzerland (max. 80% of the overall budget): IDR (USD for Timor-Leste)
* Please provide a summary of the project. (max. 50 words)
* Has the applicant previously received funding from the Embassy of Switzerland? If yes, please provide a brief project description, including results achieved. (Maximum 150 words)
* Amount received (in IDR/USD for Timor-Leste)

The project:

* Context and challenges (max. 100 words)
* Project objective (max. 100 words)
* Activities (max. 100 words, must be reflected in the budget proposal)
* Theory of change and expected results (max. 200 words, outputs and outcomes)
* How will the outcomes of the project be measured (max. 100 words)?
* Who are the main beneficiaries of the project? (Maximum 100 words)
* Gender-Based Analysis: Does the problem that the project is addressing have a different impact on women and men? If yes, please explain. (Maximum 100 words)
* What are the main risks linked to the project? Name max. 2 risks, their potential impact, how likely they might be, and the foreseen mitigation meausures.
* What is the applicant’s and partner(s)’ experience with the area and community of the project? (Maximum 100 words)
* Local ownership and long-term impact of the project: How will the applicant make sure that the community will benefit in the long-term of the project outcomes, once the support by the Embassy of Switzerland comes to an end? (Maximum 100 words)
* Other remarks/comments/additional information (max. 100 words)

General information about the applicant

* Contact details of the organization:
	1. Postal address
	2. Telephone number
	3. Email address
	4. Website
	5. Social media
* Contact person:
	1. Name
	2. Title
	3. Address
	4. Telephone number
	5. Email
* Description of the organization (e.g. purpose, mandate, financial sources, membership, etc.) (Maximum 200 words)
* Annexes:
	1. \*Budget proposal (submit soft copy as .xlsx)
	2. \*Scanned copy of registration document
	3. Latest annual report {annualreport}
	4. Audit reports (Compiled into a single PDF form)

*\*mandatory*