



Call for Institutional Support

GUIDELINES

Deadline: **3 November 2023**, 17:00

Applicants can submit one proposal only

PURPOSE AND BACKGROUND:

Institutional Support grants aim to support the institutional development and the core activities of **art and culture institutions that increase people's access to artistic productions reflecting socio-economic realities in Tajikistan and that provide open spaces, where artists can create artworks reflecting societal issues as well as a diversity of cultural expressions, opinions and voices.**

They are based on a mutually agreed Institutional Development Plan, laying down the expected results of the institutional development as well as the process to get there with clear organizational milestones and outputs.

Duration: 2 to 3 years starting from January 2024.

The annual allocation of a grant cannot exceed **30,000 CHF** (approx. **TJS 370000**; exchange rate according to the date of application submission)

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.

Running costs of an institution can be included in the budget of an institutional support contract, but their specific items, percentages and justifications will be considered case by case.

Running costs must be shared proportionally between co-funders.

Excluded from financing: travel grants, hardware support and/or purchase/construction/restoration of premises or investments in other capital assets.

ELIGIBILITY CRITERIA:

Are eligible to an institutional support grant competent local arts and culture organizations, that fulfill the following criteria

- Legally registered in Tajikistan for at least 2 years
- Experience in sensitizing through arts/culture on societal issues, such as respect for diversity, youth empowerment, gender equality, environment, or socio-economic realities.

AWARD CRITERIA:

It is not necessary for each proposal to cover all below criteria. However, each proposal should

be committed to key criterion underlined:

- Mission and expertise focused on arts/culture
- Commitment to open and democratic values such as respect for cultural diversity, gender equality, tolerance and human rights
- Ability to reach and engage with the audience and commitment to broaden the audience and engage with the constituency
- Use of innovative approaches, skills and technics, forms of interaction with the public.
- Interest or potential in working with other arts and culture actors within the country
- Experience in or wish to provide art-mediation¹ work.
- Potential to act as an open space or platform for artists and artwork reflecting societal issues
- Educational aspect: work with artists to improve the quality of art and culture production as well as their technical skills for art
- Outreach to and/or participation of marginalized groups such as youth, women/girls, periphery (out of capital) or rural communities, or other marginalized groups

SUBMISSION AND SELECTION PROCESS:

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

- Any interested organization that can demonstrate eligibility as per the criteria above is invited to submit an application by 3 November 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 applications and revert to only selected applicant latest on 10 December 2023.
- SCO may invite the applicant for an interview for clarifying some issues related to the application submitted.
- SCO may invite the winning organizations to develop an in-depth proposal within 1-2 months. For this process, SCO may offer guidance or support.

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 10 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.
- The rejections will not be explained to the applicant. Recourse is excluded.
- Before the signing of the contract with the selected partners, the SCO will perform a partner risk assessment.

SCHEDULE OF ACCEPTANCE:

03 November 2023 – application deadline

10 December 2023 – response to the application

¹ Explanations of art-products, helping people to 'read' the art piece, attracting people to art

APPLICATION PACK to be submitted:

- Copy of the registration certificate of the organisation
- Application Form (Annex 1)
- Budget (Annex 2)

ANNEX 1: APPLICATION FORM

INSTITUTIONAL SUPPORT

One applicant can submit only one proposal

Deadline for submission: **3 November 2023, 17:00**

Cover page on the letterhead of the applying organization

1. Organization name:	
2. Address:	
3. Phone number:	
4. Website:	
5. Organization's mission/mandate:	
6. Legal status of the organization:	
7. Date of foundation of the organization:	
8. Number of current staff:	
9. Main geographical focus of organization's activities:	
10. Organization's budget for the last two years (2022, 2023) and main funding sources:	
11. Total budget of the proposal:	
12. Amount requested for Institutional Support grant:	
13. Duration of implementation of proposal:	
14. Contact person and function:	
15. E-mail: (contact person)	

Date of application:

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Signature of contact person:

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Stamp of organization:

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ORGANIZATION / Information about the applying organization (max. 2 pages)

Please give all the relevant information about your organization, i.e.:

- What is your mission?
- What is your mid-term vision?
- What are your core activities, annual budget and results for the last 2 years?
- What is your experience in sensitizing through arts/culture on societal issues (e.g., respect for diversity, youth empowerment, gender equality, environment, or socio-economic realities)?
- Please present your organigram.
- Who are your donors and partners? From which other donors/contributors and for which activities have you received funding in the past?
- Add any other information which you consider relevant.

OBJECTIVES related to institutional development (max. 2 pages)

Please give all the relevant information about what you want to achieve and how you want to achieve it, in relation to your own institutional development in a form of **Institutional Development Plan** (IDP), i.e.:

- What are the overall objectives/expected results that you would like to achieve in terms of your institutional development?
- What are your institutional milestones and outputs?
- Which measures do you intend to take for achieving the institutional development plan?

OBJECTIVES related to your operational activities (max. 2 pages)

Please give all the relevant information about what you want to achieve in terms of the **idea** / content of your operational work, and its **implementation plan**, i.e.:

- What are the general strategic objectives / expected results you would like to achieve with your programmatic activities, related to your mission / vision?
- What innovation will your future activities introduce (techniques, ideas, approaches)?
- What outcomes will you aim at in order to reach your main goal?
- What kind of activities you will conduct in order to reach the objectives?
- Who will be the beneficiaries of your activities?
- What will be your geographical scope?
- How are you going to measure the success of your activities (indicators)?
- How do you intend to cooperate with other arts and culture actors?
- Please outline a work plan toward the expected results.

RISKS: (max 1 page)

Please clarify what the risks or possible challenges could negatively influence the implementation of the proposed activities, and what are your measures to reduce those?

BUDGET and FINANCIAL MANAGEMENT: (max. 1 page)

Budget (please give a detailed budget according to the form in the ANNEX 2: Budget)

ANNEX 2: BUDGET (Please find in a separate document: SCO Institutional Support template)