*ANNEX 1: APPLICATION FORM*

Swiss Agency for Development and Cooperation

Central Asia Regional Arts and Culture Program

PARTNERSHIP GRANT - Tajikistan

**Application Form**

Deadline for submission: **31st of March 2017, 17:00** local time

One applicant can submit only one proposal

Cover page on the **Letterhead of the applying Organization**

|  |  |
| --- | --- |
| 1. Organization name:
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| 1. Organization’s mission:
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| 1. Legal status of the organization:
 |  |
| 1. Date of foundation of the organization:
 |  |
| 1. Number of current staff:
 |  |
| 1. Main geographical focus of organisation’s activities
 |  |
| 1. Organisation’s budget for the last two years (2015, 2016) and main funding sources:
 |  |
| 1. Total budget of the proposal
 |  |
| 1. Amount requested from partnership grant
 |  |
| 1. Duration of implementation of proposal
 |  |
| 1. Organization contact person and function:
 |  |
| 1. Organization name and contacts:

Registered name:Address:Tel./fax:Web-site:E-mail: (organization or contact person)  |  |

Date of application: Signature of contact person: Stamp of organization:

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**Reminder:** in filling this proposal consider that it is essential that you share information demonstrating that you are fulfilling the list of eligibility criteria (Chapter 2 of the guideline document). Without such explicit demonstration, your application will not be considered.

The questions below are just indicative; please add any other information which you consider relevant.

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

*Please give all the relevant information about your organization. What is your mission? What is your mid-term vision? How are you organized, logistically, in terms of human resources (list your key staff and tasks), etc.? What is your annual budget and how are you funding your organization and activities? From which other donors/contributors and for which activities have you received funding in the past? What are your core activities? What were your achievements in the last two-three years (including qualitative and quantitative information about geographical coverage, beneficiaries, audience, etc.)? What are your strengths and weaknesses?*

*Add any other information which you consider relevant.*

1. **OBJECTIVES related to organizational development** (about 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 organizational development.*

*B1-What are the challenges which you are facing as an organization?*

*B2-What are the overall objective/expected results that you would like to achieve in terms of your organizational development, in other words: who would you like to be as organization in 5 years from now in terms of niche and expertise, scope of activities and staff/budget, outreach (geographically and in terms of public/participants)?*

*B3-Why are these objectives important and what will change once you have achieved them?*

*B4-What do you need in order to achieve these objectives (e.g. training of staff, support to improve internal processes, advice in terms of branding, communication and networking, etc.)?*

*B5-How are you going to measure the achievements of the success in term of your organizational development?*

1. **OBJECTIVES related to your operational activities** (about 2 pages)

*Please give all the relevant information about what you want to achieve in terms of your operational activities.*

*C1-What are the general strategic objective/expected results you would like to achieve with your activities, related to your mission/vision?*

*C2-Why are these objectives important and what changes (for example in the society) would you like to bring as a result of your work?*

*C3-How are you planning to achieve these objectives (in terms of approaches, type of activities, resources, etc.)?*

*C4-Who will be the* ***beneficiaries and main partners*** *for your operational activities? What are the roles of the different partners and their contribution (if applicable) to the proposed activities? What will be your geographical scope and outreach of the various activities?*

*C5-How are you going to measure the success of your activities (indicators)?*

1. **RISKS (about ½ page)**

*Please illustrate what risks/possible challenges/problems (internal to your organization, and external) could influence negatively the implementation of the proposed activities, and illustrate also what you plan to do to reduce these risks.*

1. **BUDGET and FINANCIAL MANAGEMENT (about ½ page)**

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

*Please describe here in this chapter main budget categories and their justifications.*

*If you have any income generation/commercial activity, please indicate how the income will be absorbed; or present the business plan and the legal basis for the planned activity*

*Please describe the main elements of your financial management (including accounting) system: how is your organisation dealing with its financial management?*