



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Cooperation Office Tajikistan

Swiss Agency for Development and Cooperation  
Central Asia Regional Arts and Culture Program

## **CALL for PROPOSALS # 1:**

### **PARTNERSHIP GRANT**

***“Competent art and culture institutions and professionals  
receive stronger recognition by the society”***

#### GUIDELINES

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

One applicant can submit one proposal only

## **1. PURPOSE AND BACKGROUND:**

The Swiss Cooperation Office Tajikistan, in the frame of its Regional Arts and Culture Program (RACP), which aims at encouraging diverse Art and Culture creation in Central Asia that positively contributes to a peaceful, inclusive and democratic transformation process, announces a competition for Partnership Grant proposals.

A Partnership Grant is a multi-annual support granted to competent and promising non-profit arts and culture organizations, for their organizational and operational development. It aims at strengthening their capacities as an organization (e.g. management capabilities and skills of staff, internal organizational processes), developing their vision and mission, allowing them to implement their core activities, developing their networks and sources of support, obtaining respect for their rights and recognition for their work, and working towards their sustainability. Therefore the scope of a Partnership Grant goes well beyond supporting a given project at a given time; it is an opportunity for an organization to make a diagnostic about its strengths and weaknesses and to engage a process that will make this organization stronger.

Duration: Implementation timeframe of one Partnership grant can go from 2 to 3 years.

The annual allocation of a grant cannot exceed CHF 50'000 (equivalent in Tajik Somoni). 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.

Excluded from financing: purchase/ construction/ restoration of premises or investments in other capital assets.

## **2. ELIGIBILITY CRITERIA:**

Competent non-profit local arts and culture organizations, legally registered in Tajikistan, that can demonstrate the following features:

- Commitment to open and democratic values such as respect for diversity, pluralism, gender equality, tolerance and human rights through activities, subjects of art works, partners, participants and target beneficiaries;
- High organizational and artistic capabilities
- Active and recognized experience in Tajikistan (at least 5 years)
- Commitment to broaden their audience and engage with society through a plan of public display, education and sensitization measures, or engagement/participation of non-professionals
- Include possibilities to work with other arts and culture actors from the Central Asian region into the proposed activities
- Potential to act as platform/multiplier for other arts and culture organization through presentation of results of past activities.
- Open to collaborations with other organizations/offering possible learning opportunities to other organizations.

## **SUBMISSION AND SELECTION PROCESS:**

Partnership 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 31st of March 2017, 17:00 local time.
- SDC will evaluate the applications that it will have received against the criteria and requirements outlined in this application form. SDC will select the best application(s) and revert to applicants by the end of April 2017.
- SDC will then invite the winning organization(s) to develop an in depth proposal within 1-2 months. For this process SCO may offer guidance or support.
- SDC will review the in depth proposal(s) and if accepted, will enter into a contractual agreement and provide financial support for the period concerned.

Please consider following important points:

- Application packs which are incomplete or submitted after the deadline will not be considered.
- Application shall be in English and maximum 7 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 (muattarkhon.bashirova@eda.admin.ch) and one original hand-/post-delivery (Swiss Cooperation Office, 3 Tolstoy Str., Dushanbe, Tajikistan).
- The SCO reserves the right to seek additional or clarifying information from applicants after initial review of proposals.
- Questions related to the submission process should be addressed in writing to: muattarkhon.bashirova@eda.admin.ch
- All applicants will be informed about the decision on selection via e-mail; the rejections will not be motivated and no replies will be given to requests in this sense.
- Before the signing of the contract with the selected partners, the Swiss Cooperation Office will perform a partner risk assessment (check that adequate capacities for office management, IT, project management, financial management, etc. are provided).
- Information session is organized upon request.

**4. SCHEDULE OF ACCEPTANCE:**

31st of March 2017 – application deadline

31st of April 2017 – acceptance or non-acceptance response to the application

**5. APPLICATION PACK** to be submitted:

Legal documents and information  
Annex 1: Application Form  
Annex 2: Budget

**Legal documents and information:**

All necessary documents that can prove the current legal and institutional status of applicant should be submitted, for example:

- Organization Registered Name
- Formation/Organizing or founding documents (Registration #, Certifications, Statute, Tax Classifications)
- Organizational Chart (incl. advisory/governing board)

List of key Personnel and CVs

- List of key Partners the organization works with/is funded by
- Copy of official Bank Account data of organization
- Audited financial accounts of the last two years, including list of sources of income (with specific amounts)
- Other related documents you consider relevant and useful for assessing the legal status

## **6. CHECK LIST:**

Before sending your proposal, please check once more the following:

- The Application Form has been completed following the guidelines.
- The Budget Form has been completed and justified.
- The required legal documents are attached.
- The proposal is typed and is in English.
- An electronic version of the proposal is sent via e-mail and one original hard-copy is delivered within the established deadline.
- The duration of the action is between 2 and 3 years.
- The applicant is a non-profit organization registered under the national.