



Guidelines for proposals

Deadlines

The Commission for Development Cooperation Basel-Stadt meets twice a year to evaluate the project proposals

Yearly submission deadlines

1st January and 1st July

Content

A proposal to the Commission for Development Cooperation must contain following information:

- **Identification**
 - Name, address and contact details (E-Mail address and phone number included) of the organisation or person submitting the proposal
- **Description of the project**
 - Objectives of the project
 - Exact information about where the project is located
 - Local partners, counterparts, and/or responsible organisation(s)
 - Context or relevant background information
 - Project activities, outputs, milestones, and monitoring
 - Previous (if any), existing (if any), and expected results
 - Sustainability and risk assessment
- **Finance**
 - Requested amount
 - Project budget (incl. funds requested or secured from other donors)
 - Own contribution of resources or funds (incl. non-paid work)
 - Previous funding of project or organisation (if any) by the Canton Basel-Stadt
- **Reporting**
 - Funded organisations are required to submit a project report (or use of funds report) within one year.
 - Reporting should be in electronic form

General remarks

- Each organisation may submit one application per calendar year.
- The applicant must have a postal address and a bank account in Switzerland.
- The proposal should be sent in in electronic form. It should not be longer than six A4 pages.
- Please always enclose a **QR-paying-in slip** with the application.
- Proposals in German, French and English are accepted.

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