



## Guidelines for proposals

### Deadlines

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

### Upcoming submission deadlines (date of postal stamp) on January 1<sup>st</sup> and July 1<sup>st</sup>

### Content

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

#### Identification

Name, address and function 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 preferably be in electronic form.

#### General remarks

- Each organisation can only submit one application per calendar year.
- The applicant must have a postal address and a bank account in Switzerland.
- The proposal may be sent in in electronic form or by post (1 copy). It should not be longer than six A4 pages (if possible printed on both sides, paper only, no other electronic material).
- Please always enclose a **paying-in slip** with the application; in the case of applications made in electronic form, a scan of the **paying-in slip** is required.
- Proposals in German, French and English are accepted.

The proposal must be sent to:

**Aussenbeziehungen und Standortmarketing  
Kommission für Entwicklungszusammenarbeit,  
Sekretariat, Marktplatz 30a, CH-4001 Basel  
Telefon +41 61 267 42 06 / E-Mail: [eza@bs.ch](mailto:eza@bs.ch)**