

Project submission checklist

Please make sure you send us the following information:

1. Information on applicant(s) / project managers

-Addresses, telephone numbers, e-mail addresses

2. Description of the project

-Project name / title

-Description / contents of the project:

- Objectives of the project
- Project activities and implementation: How will objective(s) be reached?
- Project start and end dates (incl. any interim objectives)
- Context and background information on the project
- Expected results

3. Budget and fundraising

-Detailed budget listing all relevant expenditures

-Fundraising targets and information on other donators and assured amounts (please send us information updates)

-Fundraising strategy and the main actions planned

-Annual account statements

-Annual report

4. Opportunities and risks

-Which positive changes are expected following the project implementation?

-Are there circumstances that could endanger or slow down project implementation?

-Project sustainability: Can objectives achieved be maintained in the long term?

SwissFoundations:

"Das perfekte Gesuch": www.swissfoundations.ch/daten/das-perfekte-gesuch.pdf
(instructions in German on how to write the perfect application)