



Please note the following important information:

- Create a document using your own formatting (CD/CI) and, if possible, include photos, graphics, and tables to make your proposal visually appealing.
- Cover the required content and structure in your project proposal on a maximum of 10 pages (excluding appendices). Please do not add “your own project proposal” in the appendix; it will not be considered.
- The project proposal, including all appendices (preferably merged as one single PDF document, except budget and financing plan in Excel format), must be uploaded via the online form (<https://www.pd-bs.ch/EZAWeb/index.html>). Project proposals that reach us by email cannot be considered. We are happy to assist you with technical difficulties.

Project proposal: *Project name and country*

Organisation: *Name of the organisation*

Contact person: *Name and position*

Contact details: *Phone and email*

0. Executive Summary

Insert a short summary here. This summary should include the following information: a brief description of the context, the project objectives and beneficiaries, as well as the intervention strategy with the main outputs during the project phase to be supported by the Canton of Basel-Stadt.

1. Context and background

Describe the project background and the relevance of the project in relation to the local context and the needs of the population. If available, add results and findings from previous project phases or relevant similar projects.

2. Project description

2.1 Objectives and intervention strategy

Describe the project's intervention strategy: the long-term overarching goal to which the project contributes (Impact), the expected effects of the project on the target groups/beneficiaries (Outcomes), and a description of the results (Outputs) that should be achieved during the project phase funded by the Canton of Basel-Stadt.

For projects with a total budget of more than 100'000 Swiss francs, a detailed results framework (for example Logframe Matrix) is expected in the appendix in addition to the narrative description. The free ZEWO Impact Tool supports you in creating the impact model if required.

2.2 Beneficiaries or target groups

Describe the direct beneficiaries or target groups of the project with detailed information on number, gender, age and other relevant characteristics. Also, mention how you ensure that the project benefits disadvantaged individuals and groups in line with the principle of “Leaving no one behind”.

2.3 Project activities

Provide specific details about the activities that will be carried out during the project phase supported by the Canton of Basel-Stadt in order to generate the outputs mentioned above.

2.4 Project area and partners

Give precise details of where the project is located, who the local partner organisation is and which stakeholders will be involved in the project. Also, explain how the relevant local project partners and stakeholders are to be involved and empowered.

2.5 Sustainability

Explain what possible (unexpected) side effects the project might have on ecological, social, or economic sustainability and how these will be addressed. Specifically, mention the concrete measures taken to ensure that the positive outcomes of the project persist after the project ends and sustainably contribute to the overarching objective of the project.

3. Risk management

Summarise which risks could jeopardise the project's intervention strategy and how you plan to deal with these risks.

4. Project planning and organisation

Provide detailed information on the project's timeline and how you plan to organize the collaboration with project partners. If it is a multi-year project, in addition to the detailed planning of this project phase, include an overview with a rough breakdown of the activities and results (outputs) of all project phases.

5. Budget and financing

Please state the budget for the project and its financing. Please be sure to state the amount requested from the Canton of Basel-Stadt, as well as any other third-party funding requested or pledged and own contributions (including volunteer work). If it is a multi-year project, please also indicate the past and planned budgeting and financing of the project. A detailed and informative budget and a financing plan must be submitted as an annex to the project proposal (as an Excel file). Please clearly itemize the specific expenditures in your budget (personnel and material costs).

6. Monitoring and reporting

Reporting to the Canton of Basel-Stadt must be completed no later than three months after the conclusion of the project or the funded project phase. The relevant formal requirements and templates can be found on our website. Please describe here how you plan to ensure the monitoring of the project's outputs and outcomes.

For projects with a total budget of more than 100'000 Swiss francs, a detailed monitoring plan must be attached as an annex in addition to the narrative description. Refer to the results framework and provide information on outcome and output indicators, baseline and target values, data sources, as well as methods and timing of data collection.

7. Annexes

List the annexes that you are submitting with this project proposal. If possible, please merge all documents into one PDF document (except budget and financing plan in Excel format). If this is not possible, attachments can also be uploaded as separate files in the online form (<https://www.pd-bs.ch/EZAWeb/index.html>).

Appendix no.	Documents
1.	ZEWO certificate or statutes of the organization, annual report and financial statements of the previous year (at least according to commercial principles in accordance with OR 957ff), audit report of the previous year (in accordance with the legal audit requirements applicable to the organization's financial statements) (mandatory if no application has been submitted in the last three years)
2.	Detailed budget and financing plan (as Excel file) (mandatory)
3.	CH bank details or QR payment slip (mandatory)
4.	Detailed results framework (expected for projects with a total budget over 100'000 Swiss francs)
5.	Detailed monitoring plan, including indicators, baseline, and target values (expected for projects with a total budget over 100'000 Swiss francs)
6.	List of abbreviations (optional)
7.	Additional photos, graphics, tables, etc. (optional)
8.	...