



Guidelines for project grants

Project grants support clearly defined individual initiatives carried out by not-for-profit organisations active in international cooperation. They provide low-threshold access to cantonal funding for organisations based in Switzerland.

This guideline serves as an orientation for organisations wishing to submit a project proposal. It summarises:

- the [minimum requirements](#) for project grants
- the [assessment criteria](#) used by the Commission for International Cooperation to evaluate proposals
- the [content](#) to be covered in the proposal
- the [documents](#) to be submitted.

1. Funding criteria

1.1 Minimum requirements

1.1.1 Eligibility

- The organisation is not-for-profit and active in the field of international cooperation.
- It is a legal entity based in Switzerland and is equipped with a UID number.
- A maximum of one project proposal may be submitted in 2026.
- If the proposal concerns the continuation of a project already funded by the Canton of Basel-Stadt, at least an interim report must have been submitted.

1.1.2 Thematic and geographical scope

- Thematic scope:** Projects are supported in the areas of development cooperation, peace-building and human security. In fragile and conflict-affected contexts, the integrated *Humanitarian–Development–Peace (HDP) Nexus* approach must be taken into account. Within this framework, humanitarian measures may also form part of the funding. Projects consisting exclusively of humanitarian aid are excluded from funding.
- Geographical scope:** The project targets countries listed on the current OECD DAC list of recipients of official development assistance (ODA)¹.

1.1.3 Funding period

- Project grants may be awarded for several years – though no later than the end of 2029.
- The allocation of the project grant is made on a calendar-year basis.
- They may be applied for starting in the current or the following calendar year.

1.1.4 Formal requirements for submission

The project proposal must be submitted on time, complete, and in the correct form:

¹ See <https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions/dac-list-of-oda-recipients.html#oda-recipients-list>

- Submission:** Project proposals can only be submitted via the online form during the submission windows. Project proposals sent by e-mail cannot be considered. We are happy to assist you in case of technical difficulties.
- Content & Scope:** The project proposal must include all content foreseen in these guidelines, follow the specific structure indicated in chapter 2 (Contents of the proposal) below and may not exceed ten pages (excluding annexes). All relevant content must be included in the project proposal. Please use your own formatting (CD/CI).
- Documents:** The project proposal must be uploaded together with all required documents specified in these guidelines – preferably as a compressed file (.zip).
- Language:** Project proposals are to be submitted in German, English or French.

1.2 Assessment criteria

1.2.1 Alignment with the funding purpose

The project addresses a significant problem, contributes to poverty reduction and to strengthening sustainable development at the global level:

- Poverty reduction:** The project addresses poverty as a multidimensional issue and – depending on the needs – strengthens the economic, human, political, sociocultural and self-protection capacities of the target groups.
- Strengthening of sustainable development:** The project aligns with the Sustainable Development Goals (SDGs) and takes their ecological, social and economic dimensions into account. It particularly promotes participation, local ownership and the strengthening of local structures (localisation principle).
- Reference to the problem and context:** The project is based on a thorough analysis of the problem and its underlying causes, and provides a clear description of the project-relevant context.

1.2.2 Impact orientation

The project is demonstrably geared towards concrete change for the target groups. This includes:

- a well-founded needs analysis
- a coherent impact logic

1.2.3 Efficiency

Resources are used in proportion to the expected results and impact. Required are:

- economical use of resources
- appropriate overhead costs

1.2.4 Sustainability

Positive effects should continue beyond the project duration. Key aspects include:

- viable financial and operational perspectives
- involvement and strengthening of local actors
- responsible handling of ecological, economic, social and climate risks

1.2.5 Transparency

Planning and implementation must be documented openly and comprehensibly. Important elements are:

- clear cost and financing planning
- appropriate evaluation mechanisms
- accountability reports to ensure learning and steering capability.

2. Contents of the proposal

2.1 Cover page of the proposal

- Project title
- Project country/-ies
- Project duration (from – to)
- Total project budget in CHF (for the entire project duration)
- Requested project grant in CHF (for the entire project duration)
- Name and address of the submitting organisation
- Name, function and contact details of the contact person
- Contact details of local partner organisations

2.2 Executive Summary

- Summary of the project (max. 200 words, in German): Description of the context, the project objectives and direct beneficiaries, as well as the intervention strategy with the key outputs during the project duration, (will be published on the website of the Canton of Basel-Stadt in case of a positive funding decision).

2.3 Presentation of the organisation

- Vision and mission of the organisation
- Track record of the organisation (and its local partner organisations) in relation to submitted project

2.4 Relevance of the project

- Problem statement and underlying causes, the context relevant to the project, as well as detailed information on the project country/region
- Rationale for the project, expected added value, intended contribution to the funding purpose as well as to the strengthening of sustainable development
- Coherence with relevant actors, systems, and strategies in the project area

2.5 Direct beneficiaries or target groups

- Description of the direct beneficiaries / target groups (detailed information on number of people, gender, age, and other characteristics relevant to the problem)
- Measures to ensure the inclusion of disadvantaged individuals or groups, in line with the *Leaving no one behind* principle

2.6 Project objectives and intervention strategy

- Long-term overarching objective (impact), expected effects on target groups / direct beneficiaries (outcomes), and planned results (outputs) over the entire project duration
- Intervention strategy with reference to good practices and the capitalisation of knowledge and learnings from previous or similar projects
- Key intervention measures, including timeline (for multi-year projects: clear and detailed presentation of all project phases)
- Concrete measures to ensure sustainability after project completion, in particular the use and/or strengthening of local structures and capacities
- Project structure and partner organisations (including roles, responsibilities, and coordination processes)
- Intended innovations and innovation management (where applicable)

→ **For projects with a yearly budget exceeding CHF 100,000:** a detailed and systematic overview of the theory of change must be attached in the annex (e.g. logframe matrix)²

2.7 Risk management

- Key contextual, institutional, and project-related risks to the project and its achievement of objectives, as well as planned risk management measures
- Possible impacts of the project on environmental, social, and economic sustainability, and planned mitigation measures

2.8 Budget and financing

- Total project budget (per calendar year and over the entire project duration)
- Project grant requested from the Canton of Basel-Stadt (per calendar year and over the entire project duration)
- Financing plan (per calendar year and over the entire project duration)

→ **All projects:** a detailed budget and financing plan must be attached in the annex (as an Excel file), including detailed information on direct and indirect project costs³ and structural costs (fundraising costs⁴ and administrative costs⁵) in accordance with the ZEW0 methodology; own contributions as well as requested and secured third-party funding

2.9 Monitoring and steering

- Description of project monitoring, including timeline and responsibilities for monitoring and steering
- Reviews and evaluations carried out and planned (where applicable)

→ **For projects with a yearly budget exceeding CHF 100,000:** a detailed and systematic overview of the monitoring plan must be attached in the annex (including outcome and output indicators, baseline and target values, data sources, as well as methods and timeline)

3. Documents to be submitted

3.1 Organisational documents

- UID number, VAT number if available
- IBAN, BIC / SWIFT, name of the bank
- ZEW0 certificate (if available)
- Statutes of the organisation, annual reports of the last three years, annual financial statements of the last three years, audit reports for all annual financial statements (in accordance with the statutory audit requirements applicable to the organisation)
- Information on the number of employees, including gender
- For project grants of more than CHF 100,000 per year:** self-declaration and evidence of equal pay for women and men⁶

² If required, the ZEW0 Impact Tool supports you in developing an impact model: https://impact.zewo.ch/register/#reg_membership

³ Activities required to implement the project and the related accompanying measures. Direct costs primarily include activities that directly benefit the beneficiaries, the target area, or a partner organisation in the target area. Indirect costs include activities that support the project (e.g. project planning, monitoring and evaluation, project accounting, project coordination, etc.). See <https://zewo.ch/de/zewo-methode/>

⁴ Activities related to the organisation's fundraising and promotional work, as well as the associated accompanying measures (e.g. fundraising campaigns, analysis of the donations market, preparation of project proposals, etc.). See <https://zewo.ch/de/zewo-methode/>

⁵ Activities that ensure the organisation's core functions and operations (e.g. strategic planning, general accounting, annual financial statements and audits, etc.). See <https://zewo.ch/de/zewo-methode/>

⁶ The relevant information can be found here: <https://www.bs.ch/pd/gleichstellung-und-diversitaet/gleichstellung-der-geschlechter-und-sexuellen-orientierungen/gleicher-lohn-fuer-gleichwertige-arbeit/lohngleichheit-bei-staatsbeitraegen#was-muss-eingereicht-werden>

3.2 Project documents

- ❑ Project proposal (including all content required in [chapter 2](#))
- ❑ Detailed budget and financing plan (as Excel file) incl. information on direct and indirect project costs and structural costs (fundraising and administrative costs) in accordance with the ZEWO methodology; own contributions as well as requested and confirmed third-party funding
- ❑ **For projects with a yearly budget exceeding CHF 100,000:** detailed and systematic overview of the theory of change (e.g. *logframe matrix*)
- ❑ **For projects with a yearly budget exceeding CHF 100,000:** detailed and systematic overview of the monitoring plan, including outcome and output indicators, baseline and target values, data sources, as well as methods and timeline