

Request for Support from the Symphasis Foundation

Please download the request for support form and complete it electronically.  
(www.symphasis.ch, heading "Project Submissions: Application Guidelines".)

If specific questions do not apply to your project, please provide a short explanation or adapt your response in line with your project.

You can insert your answers directly in the corresponding fields, i.e. between the square brackets [ ]. The answers should be as short and concise as possible.

If your request for support relates to a project outside Switzerland, please also answer   
questions 3.1–3.3.

The list of enclosures which should be included with the request for support can be found at www.symphasis.ch (heading "Project Submissions: Application Guidelines").

Please send the completed request for support including enclosures to:

By email: info@symphasis.ch

By mail: Charitable Foundation Symphasis  
Uetlibergstrasse 231  
CH-8070 Zurich

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| Contact: | Charitable Foundation Symphasis Uetlibergstrasse 231 CH-8070 Zurich | Internet: www.symphasis.ch Email: info@symphasis.ch Tel.: +41 44 332 14 45 |

Request for Support from the Symphasis Foundation

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| Applicant | | | | | | | | |
| Name of Organization |  | | | | | | | |
| Adress |  | | | | | | | |
| Legal form |  | | | | | Year founded | |  |
| Registered office |  | | | | | | | |
| Website |  | | | | | | | |
| Purpose of organization |  | | | | | | | |
| Tax exempt | Yes |  | No |  |  | | | |
| contact person | Name | | | | |  | | |
| Function | | | | |  | | |
| Telephone number | | | | |  | | |
| Email | | | | |  | | |
|  | | | | | | | | |
| Project | | | | | | | | |
| Project name |  | | | | | | | |
| Country |  | | | | | | | |
| Beneficiaries *(including number)* |  | | | | | | | |
| Project start |  | | | | | Project end | |  |
| Project partner(s) |  | | | | | | | |
| Brief description  *(Background to project, objectives, etc.)* |  | | | | | | | |
| Financing *(in CHF, EUR, or USD)* | Amount requested | | | | | |  | |
| Contribution from applicant | | | | | |  | |
| Contribution from public sector | | | | | |  | |
| Additional amounts | | | | | |  | |
| Total cost | | | | | |  | |
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| Date of application |  | | | | | | | |

1 Detailed Project Description

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| 1.1 Situation Analysis |
| Why is the project needed?  Description of the current situation and the reasons why the project appears necessary (e.g. social conditions, hygiene/medical situation, diet/nutrition, climatic conditions, etc.)  If possible, please state the sources for any quantitative and qualitative information. |
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| 1.2 Objectives |
| What changes does the project seek to bring about (output, outcome, impact)?  The objectives should be specific, realistic, time-bound, and measurable.  Please attach a timetable showing by when the different objectives should be achieved. |
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| 1.3 Measures for Achieving the Objectives |
| How are the objectives mentioned in section 1.2 to be achieved? |
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| 1.4 Target Group and Number of Beneficiaries |
| What is the target group?  Description of the target group, maximum/minimum number of direct beneficiaries. Do other people also benefit from the project indirectly? If yes, who and to what extent? |
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| 1.5 Participation by Direct Beneficiaries |
| Do the beneficiaries want a project of this sort?  Do the beneficiaries participate in the project? If so, to what extent and at what stage? |
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| 1.6 Sustainability and/or Innovation |
| Is the project innovative and/or sustainable (ecologically, socially, or economically)? |
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| 1.7 Project Monitoring |
| How is it checked or measured whether the objectives mentioned in section 1.2 are being achieved, and how is it ensured that any problems in implementing the project are identified in good time? |
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| 1.8 Evaluation |
| Is an evaluation of the project planned? If so, when and by whom? |
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| 1.9 Risks |
| Are there risks that need to be taken into account and that would have a negative impact on the project if they occurred (political, social, ethical, financial, climatic, medical risks, corruption, etc.). |
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| 1.10 Measures to Minimize Risks |
| What measures are being taken to minimize the risks mentioned in section 1.9? |
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| 1.11 Exit Strategy |
| Is there an exit strategy with regard to the project to be supported? If so, by when is the project due to become independent/self-supporting (possible staged exit, etc.)? |
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2 Project Budget

Please submit a budget with all relevant costs:

* Detailed investment costs
* Detailed operating costs
* Detailed personnel costs
* Detailed project support costs
* Other costs
* Overhead costs
* Resources that will be provided by the local project partner (e.g. property, labor, materials)

If a logical framework matrix (logframe) is being submitted, the budget should make appropriate reference to it.

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| 2.1 Other Donors |
| Do you have or expect to have other donors for the project? If so, please give the name and the amount. Please keep us updated about any changes. |
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| 2.2 Follow-on Costs? |
| Are there any follow-on costs e.g. operating costs, personnel costs after the end of the project? If so, how will these be met? |
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3 Additional Questions for Projects Being Implemented outside Switzerland

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| 3.1 Compatibility of the Project |
| Is the project compatible with the strategy being adopted iby the government? |
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| 3.2 Infrastructure Projects (in particular, construction of buildings) |
| * Information about ownership of the land on which construction is to take place. * Information about ownership of the infrastructure to be constructed. * Proof of required permits/authorizations from the responsible authorities. * Detailed layout/floor plans * Justification, if various quotations have not been obtained. * Measures to minimize the risk of price increases of building material during the construction period. * Confirmation that material prices and building execution standards conform to local market and quality expectations. * (Where applicable) photographs of the current condition of the existing infrastructure that is to be improved. |
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| 3.3 Local Project Owner/Partner |
| * Who is the local project owner/partner (name, legal form, stated objectives, charitable purpose, budget, financial and technical capacity, number of employees, etc.)? * Is a report on the performance of the local owner/partner available, with references where appropriate? * Has the local owner/partner undertaken similar projects in the past? * What agreements regarding the project are in place between the applicant and the local project owner/partner, and in what form? * What is the applicant's assessment of previous results and experience with the local project owner/partner? |
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