



# Commission of Development Cooperation Basel-Stadt

## Information sheet for requests

### Appointments

The Commission of Development Cooperation Basel-Stadt is in session twice a year, where it decides on the requests sent in. Closing date for requests is in springtime April the 30 and in autumn September the 30. Requests that come in too late, are automatically treated in the next session.

### Contents

A request to the Commission of Development Cooperation should contain the following information:

- **Identification**
  - Name, address and function of the organisation or person.
  
- **Description of the project**
  - Goals of the project
  - Precise information about where the project is located
  - Who benefits from the project
  - Local responsible
  - Context or relevant background information
  - Project plans and course
  - Former results, actual state and expected results
  - Assessment of the sustainability and the risk
  
- **Finance**
  - Requested amount
  - Total financing
  - Self performance and resources (including charity work)
  - Mentioning of amounts formerly paid by the Canton Basel-Stadt for the concerned project
  
- **Reporting**
  - The supported organisation or person is asked to report about the use of the entitled money within one year.

### Form

- New project requests are limited to **one per organisation each year**.
- The request should not go beyond six A-4 pages. Please send us **ten copies** of the request, if possible double-sided printed, no plastic folders, no CDs.
- **Please always enclose a payment order.**

**Aussenbeziehungen und Standortmarketing Basel**  
**Kommission für Entwicklungszusammenarbeit**  
**Sekretariat**  
**Marktplatz 30a, CH-4051 Basel**  
**Telefon: ++41 61 267 40 91 / E-Mail: katharina.gerber@bs.ch**