

## Guidelines for Grant Applicants

Stiftung SST, Schweizerische Stiftung für Solidarität im Tourismus, Basel  
(SST, Swiss Foundation for Solidarity in Tourism, Basle)

### 1. Objective of the Foundation

The Swiss Foundation for Solidarity in Tourism (SST) was founded in January 2001. The Foundation's assets consist of the proceeds from the sale of the former SSR Travel, Swiss Student Travel Office (cooperative) to the STA Travel Group. Through its activities in the field of tourism the Foundation continues to work towards the non-materialistic objectives of the former cooperative.

In accordance with its statutes, the Foundation supports projects and organisations that

- are suited to improve the economic, cultural and social conditions of the population in tourist destinations,
- contribute to sustainable tourism development in the destinations,
- contribute to improving intercultural understanding between people in tourist sending and receiving countries.

### 2. General Conditions for Cofinancing

In order to be granted financial support, applicants must submit projects that are in line with the Foundation's objectives, and they must observe the following criteria:

- Financial support may, in accordance with the Foundation's objectives, be granted for activities in Switzerland as well as other countries worldwide.
- Financial support will usually be given to organisations, associations and legal entities.
- As a rule, additional grants for running projects will not be approved.
- For projects of several years' duration, the Foundation may approve recurring grants.

### 3. Amount Available for Grants

The Foundation's assets are to be maintained on the long run. Grants and awards are financed from the return on investments. At the moment, funds amounting to about CHF 150,000.- per year are at the Foundation's disposal to support projects and organisations in accordance with the Foundation's objectives. The Board decides on the amount to be granted to individual projects. So far, grants for individual projects ranged between CHF 5,000.- and CHF 25,000.-.

## 4. Contents and Form of Applications

Applications for grants must show clearly how the project contributes to achieving the Foundation's objectives mentioned in chapter 1. Applications (without annex) should not exceed four pages A4. Applications may be submitted in German or English. Applications should contain the following information:

### 4.1 Information on the Applicant Organisation, Association or Person

- Scope of activity/Objective
- Internal structure/Organisation chart
- History of the organisation/Foundation
- Balance sheet/Profit and loss account/Budget
- Contact person
- References

### 4.2 Objective of the Project

- Briefly and precisely describe how the project contributes to the Foundation's stipulated objectives. Which are the tangible outcomes that the project seeks to achieve?
- Please describe the different groups of persons that will benefit from the project: direct beneficiaries (local organisations, employees, etc) and people who will benefit from the impacts of the project (local population).
- Strategy: Which activities have been planned to achieve the results and which of these should be financed using funds from the Foundation?

### 4.3 Project Organisation

- Please describe the different **responsibilities** in the project and its organisation
- **Time Frame**  
Starting date, order of activities and projected completion of the project
- **Budget/Financial plan**  
Please outline the projected income and costs for the entire project duration. Please send us your total budget for the project (consolidated budget), specifying funding requests submitted to and/or granted by third parties.
- **Total project support requested**
- **Partnership**  
Have you entered into project partnerships with media/governmental institutions/other organisations? Please mention your partners (name, address, contact person) and describe their involvement in the project and their contribution (as applicable).
- **Monitoring:** Which are the criteria and indicators you will use to measure progress and achievement of the project's objectives? Will an independent body/third party monitor the achievement of the objectives? If so, who will be in charge of the monitoring and what indicators will be used?
- If your project has already started, please show which objectives have already been achieved and which ones have not.

## **5. Assessment and Decision**

- We will check your project proposal within the timeframe mentioned in point 7 with respect to its completeness and its compliance with the Foundation's funding policy. You will receive a reply in writing.
- A pre-assessment of the funding proposal will be made by a committee of the Board. This committee suggests to the Board to approve or reject the proposal. The decision on the support to be granted will be made by the Board. The Board of the Foundation is not obligated to give reasons for the rejection of an application.
- We reserve the right to set up a contract with the applicant, especially in the case of a substantial contribution or if the project has a duration of several years. The Foundation assumes that it will be mentioned as a donor in publications or in the information/public relations work related to the project.

## **6. Monitoring**

If your project has been approved, you will have to submit a report on the utilisation of the grant and on the objectives achieved. The report must be submitted after your project has been completed. At the latest, however, the report must be submitted one year after the grant has been paid out to you. When describing the achievement of the objectives, please use the indicators and criteria formulated in the project proposal for monitoring purposes. In case of recurring contributions, you are requested to report annually. Your report must contain details on:

- Achievement of the objectives (if possible confirmed by an independent party such as a research institution, an expert, or an auditor)
- Utilisation of funds (calculation check/accounts/annual report)

## **7. Time Frame**

Funding applications can be submitted to the Foundation at any time. The Board will decide on the support to be granted by the Foundation. The Board meets on a quarterly basis.

Amended and approved at the 46th Board Meeting on 16<sup>th</sup> June, 2011