

# Prix Christophe PRALONG & Prix Olivier CADOT

Documents to be included in your application

1. The registration form
2. The budget

## Model (provisional) budget for the project

Costs	Amount (CHF)	Sources of Fundings	Montant (CHF)
Transport costs <i>Examples : travel to location, transport to location</i>		Price : Amount requested <ul style="list-style-type: none"> <li>• Maximum 80% of the total cost</li> <li>• Maximum 10'000 chf</li> </ul>	
Accommodation costs		Other sources of funding : <ul style="list-style-type: none"> <li>• Minimum 20% of the total cost</li> </ul>	
Costs related to the purchase of equipment for the project		<i>Examples: Personal contributions, Participation of the local partner, Participation of the project association, Subsidies, Financial Donations, Donation sin kind ...</i>	
Project logistics costs <i>Examples : Fuel, communication costs, administrative costs</i>			
Other project costs <i>Examples : Additional training, teaching materials, etc.</i>			
<b>Total cost</b>		<b>Total funding</b>	

*Note : 1. the total cost must be equal to the total funding. The items included in this model budget are for illustrative purposes; some are not applicable.*  
 2. A sample budget can be found on the website.

3. A detailed description of the project of 2-3 pages (either a. or b.)
  - a. Entrepreneurial project, humanitarian project, internship, ...
    - i. Context
    - ii. Motivation: What led you to consider this international solidarity project? What need does it meet on site? Who will be the beneficiaries? What are the expected results? What impact will it have on the target populations? How does your project ensure compliance with fundamental humanitarian standards of quality and accountability?
    - iii. Your involvement in the project: What preparation did you envisage before leaving? Did you meet or make contact with people who have knowledge of the field, and which ones? What skills do you think you can bring to the project? Specify your role in the development of the project.
    - iv. Local partner: What are the experiences and skills of the local partner in the field of the project? What are their usual financial supports? What links does it have with other associations or organisations (network)?

- v. Follow-up and sustainability: What actions do you envisage on your return to enhance your project? What are the risks that would jeopardise the realisation of the project? What follow-up will be given to it on site? What are the measures to empower the project?
- b. Academic case
- i. A brief (few lines) but as precise as possible description of the objective of your project and its importance.
  - ii. A description (approx. 1/2 page) of the context in which your project will take place: specific problems of the region, history, etc. This description should demonstrate some knowledge of the cultural context in which you will operate.
  - iii. Local partner: What are the experiences and skills of the local partner in the field of the project? What are their usual financial supports? What links does it have with other associations or organisations (network)?
  - iv. A review (about 1 page) of what has been written on the subject. This review of the literature should show that you have been able to find and select the most significant and authoritative sources on the subject.
  - v. An explanation of your approach: how it differs from what has already been done, what method you intend to use (statistical, interviews etc.) and how you intend to exploit the data you will collect? How does your project ensure compliance with fundamental humanitarian standards of quality and accountability?
  - vi. What results you expect.
- 4. A CV (in the case of a group, one CV per person)
  - 5. A letter of confirmation from the local partner on site proving your participation in the project
  - 6. If applicable, an official document from the association carrying the project in Switzerland
  - 7. A certificate of registration from your university
  - 8. For candidates registered at UNIL only: La déclaration d'engagement
  - 9. Others relevant documents

Note: Applicants will be assessed on the basis of a written submission made by them before the deadline, according to the modalities explained above. The selection decision is not subject to appeal.