



## Information for a potential Swiss partner institution

1.	<b>Basic information about your institution (municipality, city, NGO, other institution).</b> <i>Please provide interesting information about your institution including e.g. attractions and specific strengths</i>
2.	<b>Main reason for looking for a Swiss partner institution</b> <i>Please illustrate why you are searching for a potential Swiss partner</i>
3.	<b>Short description of the project proposal</b> <i>Please describe focus / justification (why is the project necessary?) / objective / activities / time schedule / indicative financial scope (budget)</i>
4.	<b>The main characteristics of the potential Swiss partner institution</b> <i>Please be as precise as possible. In what specific field of activity shall the institution work and what profile and what expertise is requested?</i>
5.	<b>Expected role / inputs of the potential Swiss partner institution</b> <i>Please be as precise as possible. Do you have specific plans or needs, e.g. visiting the Swiss institution or to gain experience on a certain topic / field?</i>



<b>6. Expected benefits of the potential partnership – for you and for the Swiss partner</b>			
<i>What advantages and benefits do you expect for you and for the Swiss partner?</i>			
<b>7. Contact details</b>			
<i>Please fill in completely</i>			
	<b>Address</b>		
	<b>Contact person</b>		
	<b>Language competences</b>		
	<b>Phone</b>		
	<b>Email</b>		
	<b>Web address</b>		
<b>8. Other relevant supplementary information</b>			
	<b>Contact</b>	<b>Swiss Contribution Office</b>	Tel.: + 420 220 400 611 Email: <a href="mailto:prag@sdc.net">prag@sdc.net</a> <a href="http://www.swiss-contribution.admin.ch/czechrepublic/">www.swiss-contribution.admin.ch/czechrepublic/</a>
		<b>NCU</b>	Tel.: + 420 25704 4576 / 4593 Email: <a href="mailto:czp-swiss@mfc.cz">czp-swiss@mfc.cz</a> <a href="http://www.swiss-contribution.cz">www.swiss-contribution.cz</a>