

Instructions for completing the funds application

The following documents must be enclosed with the application:

1. Education/training support

- ✓ A fully and correctly completed and signed application form incl. Annex 1 and 2.
- ✓ A covering letter from the aid organization or social services with
 - a justification for the application.
 - For education/training support: justification of the need for the education/training courses or of the suitability and benefits for vocational integration, assessment of the applicant's performance or motivation and justification of the choice of training centre.
 - information on which other institution(s) has/have already been requested for funding (e.g. own family, canton [grants], social welfare).
- ✓ confirmation of dependence on social welfare
- ✓ In the case of school materials, computers, etc.:
 - cost quotations, bids.
- ✓ In the case of education/training courses:
 - information on course costs and the duration of the education or training course (confirmation of enrolment, if applicable); documents relating to the training centre.
 - In the case of education/training courses already in progress: certificates of, or reports on, the progress of previous education/training courses attended.
 - For follow-up applications for multi-year education/training courses: Interim reports, examination and enrolment confirmations.
- ✓ Payment slip from the applicant organization.

2. Emergency situations and special cases

- ✓ A fully and correctly completed and signed application form.
- ✓ A covering letter justifying the application and details of the emergency situation.
- ✓ Payment slip from the applicant organization.

3. Project grants

- ✓ A fully and correctly completed and signed application form incl. Annex 1 and 2. Project description incl. budget.
- ✓ Payment slip from the applicant organization.

Formally inaccurate or incomplete applications will be rejected.

Note

The financial resources of the SRC funds are limited. A well-reasoned application has a greater chance of being approved than one that contains insufficient reasoning. However, it may happen that we have to reject reasonable requests due to limited financial resources. Particular attention should therefore be paid to the subsidiarity principle, i.e. an application for funds may only be submitted if there are no other sources of funding, or if you can present us the relevant rejection decisions.

For amounts over CHF 1,000.00 we expect the applicant to approach other funds or seek other means of support as well. Please refer to the relevant fund directories in the cantons and with the aid organizations.

There is no mandatory entitlement to support from the SRC.

Payment of support grants is made to the institution co-signing the application.

The SRC reserves the right to take legal action in the event of misuse.

All information will be treated confidentially.

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