**Template: Submission of TFPC promotional activities – Projects**

This template should be used to submit a project in accordance with the Trade Fair and Project Committee (TFPC) regulations for the purpose of applying for financial support to promote the success of Swiss and Liechtenstein companies abroad. The overview for “promotional activities\_projects” serves as a basis and guideline. Completed project applications including a detailed budget can be submitted to the TFPC office on the following binding submission dates: January 31, May 31, September 30

1. **Title (name of the project)**
2. **Place and date of implementation**
3. **Full details of the project sponsor**
4. **Project summary (min. 3000 characters)**
	1. Main objective
	2. Secondary objectives
	3. Evidence of demand (Is there any demand? From whom?)
	4. Target audience (industries concerned)
	5. Regions/countries concerned
	6. Output targets / Quantitative targets / Qualitative targets
	7. Involved cooperation partners, stakeholders (names)
	8. Further financial backers/sponsors
	9. The applicant’s own contribution
5. **Detailed budget in CHF (see “Budget Template”)**

The complete budget must be appended to the project application. The detailed items are to be listed under the main budget categories (incl. quantity). To avoid misunderstandings, please use comment columns for explanations.

1. **References**

Date/Place: Signature:

Application to be sent to:

Trade Fair and Project Committee

@ Switzerland Global Enterprise

Stampfenbachstrasse 85

8006 Zurich, Switzerland

mpk@s-ge.com

Attachments: Budget