



Swiss Capacity Building Facility – Association for Income and Employment Generation

Membership Tiers and Fees

Version: September 16, 2025

1 Background

To cover administrative costs and ensure fairness across different organisation sizes, SCBF has established four membership tiers with corresponding fees and in-kind contributions. These in-kind contributions take the form of expert days, where members contribute a defined number of expert days to support the successful running of SCBF as a member association.

2 Member Tiers – Fees and In-Kind Contribution Days

Membership Tier	Descriptor	Fees	In-kind Days
Tier 1 – Small organisations and Non-profits	For small organisations with fewer than 5 staff, typically local or regional scale.	CHF 300 annual membership fee	5 expert days per year
Tier 2 – Mid-size organisations	For organisations with more than 5 and less than 50 staff.	CHF 500 annual membership fee	7 expert days per year
Tier 3 – Large organisations	For organisations with more than 50 staff	CHF 1,000 annual membership fee	10 expert days per year

If, during the course of an organisation's membership, its size or scope changes such that it qualifies for a higher membership fee, the member organisation will inform SCBF accordingly.

2.1 Strategic partner – Tier 4

The Strategic Partners tier is an optional status designed for institutions committed to long-term collaboration and strategic engagement in SCBF's mission. Members at this level benefit from:

- **Co-creation facilitation:** Structured opportunities to jointly develop new initiatives aligned with shared priorities, including joint funding and implementation partnerships.
- **Access to larger grants:** Ranging from CHF 150k to 300k (compared to the current grant ceiling of CHF 150k).
- **Governance participation:** A seat on an advisory committee that contributes to SCBF's strategic direction, with the group collectively represented by one member on the Board.
- **Enhanced visibility:** Prominent recognition across SCBF's website, webinars, and annual events.

Membership Tier	Descriptor	Fees	In-kind Days
Tier 4 – Strategic partners	For organisations committed to strategic engagement in SCBF's mission	CHF 20'000 annual membership fee	10 expert days per year

2.2. In-Kind Contributions

The available expert days are coordinated by the SCBF Secretariat. As part of the aforementioned membership in-kind days, members contribute with the following tasks:

- Providing pre-quality checks as "peer-to-peer" reviews on incoming proposals;
- Assessing project proposals as part of project committees;
- Project monitoring of assigned projects, including review and approval of a final case study report;
- Contributing to knowledge and insights sharing;
- Participation in the annual General Assembly meetings;
- And other strategic and administrative tasks in close coordination with the Secretariat.

This membership tier system is effective as of **January 1, 2026**.