

# INFORMATION SHEET

## WHAT YOU HAVE TO DO WHEN YOU GET SUPPORT FROM PRO HELVETIA

Pro Helvetia, the Swiss Arts Council, has granted financial support for your project. That implies certain obligations, including the duty to keep Pro Helvetia informed about the course of the project and the acknowledgement of Pro Helvetia's support in your communication material.

## INFORMATION

### **Changes in the project**

Pro Helvetia has to be informed without delay if there are any substantial changes in the concept or implementation of the project as set out in the description provided in the grant application (e.g. changes in the financing structure, different participants, dropping part of the project or changes in the time schedule). These changes may require a reassessment of the project by Pro Helvetia.

### **Events**

Please inform the person responsible for your project in the relevant Pro Helvetia department of the dates of a premiere/vernissage/world premiere at the latest one month in advance.

If your project is located abroad, please contact the local diplomatic representatives of Switzerland in the country concerned. They will provide support if necessary. You will find the contact details in the decision letter.

### **Documentation and specimen copies**

You are obliged to send Pro Helvetia media reports and other documents relating to your project (programmes, advertising material, catalogues, audio material, photos, and videos in the case of theatre and dance projects).

We require specimen copies of publications, music scores and CDs that were created with the support of Pro Helvetia. The form in which you should send them is detailed in the decision letter.

### **Final report and accounts**

After the end of the project you are required to send us a detailed final report on how the project proceeded, including a final statement of accounts in accordance with the budget. To remit the amount granted, we require the following details: name and address of the account holder; name, place and SWIFT code of the bank or post office where the account is held; IBAN code (or account number if no IBAN code is available).

### **Lapse of grant**

Pro Helvetia must be in possession of your final report at the latest 12 months after the end of the project, otherwise your claim for the grant will lapse. The final date stated in your application is applicable.

# ACKNOWLEDGEMENT

## Acknowledgement on communication material

You are obliged to acknowledge the support of Pro Helvetia on all means of communication (announcements, programmes, brochures, adverts, internet pages, posters, flyers, etc.) and to mention it as well in publications. If you are not the producer of an event yourself, you are required to ask your event partner to do so.

**Please note:** Pro Helvetia is not a sponsor, but supports your project with public funds. It is therefore important that you distinguish between public institutions supporting you and (private) sponsors with whom you negotiate your mutually beneficial relationship.

Please note the following rules regarding the acknowledgement of Pro Helvetia:

### Grants up to CHF 5'000

If the grant amount is CHF 5'000 or less, you are required to mention Pro Helvetia by name as follows: **the Swiss Arts Council Pro Helvetia**. If other institutions are also supporting your project, the names mentioned may be put in alphabetical order. If you include the logo of any other institution supporting you with a similar amount, you are obliged to use the Pro Helvetia logo as well.

### Grants above CHF 5'000

If the grant exceeds CHF 5'000, the **Pro Helvetia logo** must be used and must be positioned in a favourable and clearly visible place. The principle of equal treatment applies: others providing comparable amounts of support may be placed in an equally prominent position in your publicity material.

### Grants over CHF 50'000

If the grant exceeds CHF 50'000, the support must also be mentioned in the **text sections of all your publicity material** and in your **media releases**.

### Publications and audio material

In the case of work grants and composition commissions, the **printed work** and **music scores** must include the following **note**:  
«With the support of the Swiss Arts Council Pro Helvetia» or «Commissioned by the Swiss Arts Council Pro Helvetia». No logo is needed. The same applies to **publications** and **CDs** created with the financial support of Pro Helvetia.

**You will find the Pro Helvetia logo in various print formats, together with the guidelines on how to use it, on our website at [www.prohelvetia.ch/downloads](http://www.prohelvetia.ch/downloads).**

**Pro Helvetia**

Schweizer Kulturstiftung

Hirschengraben 22

CH-8024 Zürich

T +41 44 267 71 71

F +41 44 267 71 06

[info@prohelvetia.ch](mailto:info@prohelvetia.ch)

[www.prohelvetia.ch](http://www.prohelvetia.ch)