

**GUIDE FOR APPLICANTS
2012**

www.prohelvetia.ch

INTER-/MULTI- DISCIPLINARY PROJECTS

GUIDE FOR APPLICANTS INTERDISCIPLINARY AND MULTIDISCIPLINARY PROJECTS

1 GENERAL CONDITIONS

Pro Helvetia promotes artistic work and activities from Switzerland, with a focus on diversity as well as on national and international appeal. It supports projects that serve the creation of interdisciplinary or multidisciplinary work, that enhance audience awareness of the arts, that contribute to cultural exchange within Switzerland or that disseminate artistic work from Switzerland abroad. As a national institution, Pro Helvetia supplements the promotional activities of Swiss cantons and municipalities. It supports only art practitioners and groups that are nationally (i.e. not just regionally) recognised, except in the case of aspiring young practitioners and ensembles.

Interdisciplinary and multidisciplinary projects are understood to be projects that combine at least three arts disciplines. If only two disciplines are involved, the application must be submitted to one of the two divisions concerned at Pro Helvetia.

To qualify for support from Pro Helvetia, the project must

- be clearly connected to Switzerland;
- be of interest to all parts of Switzerland;
- be publically accessible;
- be adequately co-financed by other public or private sponsors.

2 PROMOTIONAL SCOPE IN THE AREA OF INTERDISCIPLINARY AND MULTIDISCIPLINARY PROJECTS

A GUEST PERFORMANCES IN SWITZERLAND

Pro Helvetia supports exchange between Switzerland's linguistic regions by means of financial contributions to guest performances by independent art practitioners and groups at nationally recognised venues and festivals.

B GUEST PERFORMANCES ABROAD

Pro Helvetia supports guest performances by independent art practitioners and groups at internationally recognised venues and festivals. A tour should include at least three performances. As a rule, the amount of support provided is linked to the travel and transport expenses involved.

C VIEWING TRIPS

Pro Helvetia assumes the hotel expenses of foreign programme and event organisers coming to view Swiss groups.

D PRODUCTIONS AND CO-PRODUCTIONS

Pro Helvetia supports the creation of new interdisciplinary and multidisciplinary work by means of contributions to:

- productions by independent art practitioners and groups;
- co-productions of foreign and Swiss art practitioners and groups.

A project is eligible for support only if at least ten performances at the venue of the premiere and at a further venue in Switzerland have already been arranged.

E ART AND AUDIENCE PROJECTS

Pro Helvetia supports art and audience projects in Switzerland that engage audiences in personal encounters with the arts.

Preconditions for support are that

- new forms of outreach are tested or recognised forms expanded;
- the project shows potential for further development of the outreach and education practice involved.

F PROMOTION OF ASPIRING ARTISTS

Pro Helvetia supports up-and-coming artists of outstanding talent with prospects of a national or an international career. It promotes such artists primarily via multi-year partnerships with or on individual request from recognised institutions at home and abroad (production sites, festivals, art colleges, etc.). Applications for support may be submitted for projects of art practitioners during the first five years of their professional artistic career either following the conclusion of their artistic training or – if this does not apply – following the first public presentation of their work. The upper age limit for support in this category is 35. Only projects that enable the practitioners in question to gain professional experience or to deepen this experience are eligible for support. The system for the promotion of aspiring artists is under construction in 2012. An update is planned for 2013.

G KNOWLEDGE EXCHANGE

Pro Helvetia supports the exchange of knowledge among arts practitioners. Eligible for support are specialists who actively participate in public events on topics connected with the world of Swiss arts.

Pro Helvetia supports publications that deal with topics of Swiss arts from a contemporary perspective. (→ Cf. Guidelines for applications to the Literature and Society division).

3 EXCLUSIONS

The following are not eligible for support from Pro Helvetia:

- projects that are already supported by other Federal institutions (e.g. Swiss Federal Office of Culture, centre of cultural foreign policy (Zentrum für Kulturaussenpolitik), Swiss National Science Foundation, Swiss Agency for Development and Cooperation);
- projects that are part of a school, college or university curriculum or a training course (incl. research projects, theses, dissertations, diploma projects, scholarship projects, etc.);
- infrastructure, equipment and operational costs of cultural institutions;
- projects that are not dependent on financial support.

Moreover, no applications for support in connection with the engagement of individual artists for productions abroad can be accepted in the field of interdisciplinary and multidisciplinary projects.

The Artists – Theatre – Organisers Association of Switzerland (ktv) provides support on behalf of Pro Helvetia for domestic tours in the area of cabaret and variety shows (Kleinkunst): www.ktv.ch.

4 DOSSIER CONTENTS

An application to Pro Helvetia must contain the following items:

- description of the project;
- place and date of the event(s);
- information on the arts practitioners or groups and all key persons involved in the project;
- media kit and video documentation;
- budget and finance plan including specification of the contribution requested from Pro Helvetia.

Pro Helvetia accepts applications exclusively via www.myprohelvetia.ch. Exceptions are made on request only.

5 APPLICATION DEADLINES AND TIME UNTIL DECISION IS TAKEN

- Applications for project contributions of up to CHF 25,000 must be submitted at least eight weeks before the first event associated with the project takes place.
- Applications for project contributions of over CHF 25,000: 1 March, 1 June, 1 September, 1 December. The application must be submitted at least four months before the first event associated with the project takes place.
- Applications for contributions to productions and co-productions: 1 March for productions that premiere between July and December; 1 September for productions that premiere between January and June of the following year.
- Applications not subject to a fixed deadline are decided on within eight weeks, those subject to a fixed deadline within four months.

6 PROCESSING OF APPLICATIONS

A INITIAL EVALUATION

Pro Helvetia decides to process an application only if

- the project in question fulfils the general criteria for support (cf. section 1);
- there is no reason for exclusion (cf. section 3);
- the application is complete and has been submitted on time (cf. sections 4 and 5).

B QUALITATIVE EVALUATION

Pro Helvetia assesses whether

- the project fulfils the requirements of high artistic and technical quality;
- the project is executed in accordance with professional standards;
- the costs are proportionate to the benefits expected;
- the project is likely to have a long-term impact.

C DECISION-MAKING BODIES

- In the case of requests for up to CHF 50,000 the decision is taken by the Division Heads Conference (Konferenz der Abteilungsleitenden).
- Applications for more than CHF 50,000 and several years of support agreements are submitted to the Committee of Experts with the final decision taken by the director of Pro Helvetia; decisions on applications for over CHF 300,000 must be approved by the Board of Trustees.
- In the case of work grants, the decision is taken by the director of Pro Helvetia on recommendation of a jury.

D NOTIFICATION OF A DECISION

A decision is communicated without detailed reasons being given. On receipt of the decision, applicants can demand an official decision statement from Pro Helvetia against which an appeal can be lodged.

E OBLIGATIONS OF RECIPIENTS OF SUPPORT FROM PRO HELVETIA

A pledge of support by Pro Helvetia places certain obligations on the applicants. If the applicants do not fulfil these obligations, Pro Helvetia is entitled to reduce the amount of support accordingly or demand a refund of support payments already made.

→ See: [fact sheet for grant recipients](#)

F DISBURSEMENT

Pro Helvetia makes the support payments only after a final report, including the accounts, has been submitted. Advance payments are possible on request. Unless the applicants notify Pro Helvetia of any delays, funding expires at the latest one year after the project's closing date specified in the application dossier. If no closing date has been specified, Pro Helvetia sets deadlines itself.

G APPEALS

Decision statements from Pro Helvetia can be appealed within 30 days of the date of receipt. The appeals must be lodged with the Federal Administrative Court (Bundesverwaltungsgericht). An appeal must include the original application as well as the reasons for the appeal, including appropriate evidence, and must be signed by the appellant. The decision statement being appealed against needs to be enclosed as evidence. Appellants bear the costs of this procedure.

Appeals are to be submitted to:
Bundesverwaltungsgericht
Postfach
CH-3000 Bern 14

7 PURPOSE OF THE GUIDE AND LEGAL BASIS

The guide explains what is needed to submit a complete application for support from Pro Helvetia for an artistic or a cultural project, what the criteria for the evaluation of an application are, what deadlines and procedures apply, and what legal steps can be taken. The guide supplements the Grant Ordinance (Verordnung über Beiträge der Stiftung Pro Helvetia) adopted by Pro Helvetia's Board of Trustees on 23 November 2011 as well as the Arts and Culture Promotion Act (Kulturförderungsgesetz) of 11 December 2009 and the Arts and Culture Promotion Ordinance (Kulturförderungsverordnung) of 23 November 2011. These legal documents can be accessed (in German, French and Italian) on Pro Helvetia's website at www.prohelvetia.ch/downloads.