

**GUIDE FOR APPLICANTS
2012**

www.prohelvetia.ch

LITERATURE AND SOCIETY

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LITERATURE AND SOCIETY

1 GENERAL CONDITIONS

Pro Helvetia promotes literature from Switzerland, with a focus on diversity as well as on national and international appeal. It supports projects that serve the creation of literary works, that enhance audience awareness of Swiss literature, that contribute to cultural exchange within Switzerland, or that disseminate Swiss literature abroad. As a national institution, Pro Helvetia supplements the promotional activities of Swiss cantons and municipalities. It supports only literary works and projects of nationally (i.e. not just regionally) recognised cultural practitioners or cultural institutions, except in the case of aspiring young practitioners. The Literature and Society division also makes financial contributions to cultural projects focusing on social policy issues and providing new cultural stimulus, as well as projects that enhance understanding between different regional, linguistic and cultural communities in Switzerland.

To qualify for support from Pro Helvetia, a 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 OF THE LITERATURE AND SOCIETY DIVISION

A WORK GRANTS FOR AUTHORS

Pro Helvetia supports the creation of literary works by means of work grants to Swiss authors writing in any of the four national languages. To qualify for a work grant, the author in question must have had at least one work already published by a recognised publishing house.

Recipients of work grants must wait four years before they may apply for another grant.

B TRANSLATION GRANTS

On request by publishers, Pro Helvetia supports the translation of:

- works of fiction by Swiss authors;
- works by Swiss authors on topics of Swiss culture, art and folk culture;
- Swiss plays. When independent theatre groups perform in a linguistic region other than their own, Pro Helvetia also supports the surtitling. (→ Cf. Theatre guide).

On request by translators, Pro Helvetia supports:

- Swiss translators for the translation of fiction by Swiss or foreign authors;
- foreign translators for the translation of multi-volume editions of works by Swiss authors;
- work residencies for Swiss translators in connection with ongoing translation projects.

To qualify for a translation grant, the translator in question must have had at least one literary translation already published by a recognised publishing house.

C GRANTS FOR PUBLICATIONS

Pro Helvetia supports publishers by means of contributions to the printing costs of publications by Swiss authors. Support can be applied for in the case of:

- fiction in Italian or Rhaeto-Romansh;
- complete editions of literature;
- publications in the fields of cultural anthropology and everyday culture dealing with Swiss topics from a contemporary perspective;
- publications on Swiss topics in any arts discipline from a contemporary perspective;
- nationally recognised literary journals (print or internet) and foreign journals with a Swiss focus.

D LITERARY EVENTS

Pro Helvetia supports organisers in connection with:

- reading tours by Swiss authors in foreign countries or Swiss linguistic regions other than their own;
- literary festivals presenting works and authors from more than one of Switzerland's linguistic regions;
- transport and insurance costs of literary exhibitions.

E ART AND AUDIENCE PROJECTS

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

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 literary writers, translators and specialists. Eligible for support are specialists who actively participate in public events on topics connected with Swiss literature.

H EXHIBITIONS AND EVENTS ON TOPICS OF EVERYDAY AND FOLK CULTURE IN SWITZERLAND

Pro Helvetia supports exhibitions and events dealing with aspects of everyday culture and folk culture in Switzerland as well as their transfer to other linguistic regions in Switzerland and to other countries.

Contributions may be made to:

- thematic exhibitions and events that give a new cultural stimulus to social themes relevant to Switzerland;
- projects involving cooperation between local and regional museums in Switzerland;
- transport and insurance costs of travelling exhibitions to be shown in other Swiss regions or abroad.

1 BOOK DISTRIBUTION AND BOOK EXHIBITIONS

Pro Helvetia's book service distributes literary works and non-fiction books about Swiss culture to foreign libraries. On request, the book service can put together compilations of thematic books for cultural congresses and symposia.

The book service can only accept requests from Swiss embassies and consulates as well as from major foreign libraries.

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.);
- academic work and events;
- infrastructure, equipment and operational costs of cultural institutions, archives and collections;
- projects that are not dependent on financial support.

Moreover the Literature and Society division cannot accept applications for support in connection with:

- the publication of works of fiction in German or French;
- self-publication of books or publication against payment;
- reprints, books in print or books already published;
- works of reference, specialist books, scholarly publications and events, honorary and anniversary publications;
- adaptations (radio plays, dramatisations, works put to music);
- scenic readings;
- promotional tours organised by publishers.

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 authors, translators and curators involved;
- media kit;
- budget and finance plan including specification of the contribution requested from Pro Helvetia.

Additional items in the case of translations:

- excerpt from the translation and the associated original text;
- licence agreement, contract between translator and publisher including specification of translation fee; if the translation is to be published with a Swiss publisher, a binding Letter of Intent from the publisher is sufficient;
- in the case of plays, a contract with a publisher or evidence that the play to be translated will be staged.

Also required in the case of publications: complete typescript and publisher's contract with the author.

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 or before the date of printing.
- 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 or before the date of printing.
- Applications for work grants: 1 March.
- Applications not subject to a fixed deadline are decided on within eight weeks, those subject to a fixed deadline within four months.

B 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 25,000 the decision is taken by the division; for requests in the range of CHF 25,000 to CHF 50,000, the decision is taken jointly 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.