

**GUIDE FOR APPLICANTS
2012**

www.prohelvetia.ch

THEATRE

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1 GENERAL CONDITIONS

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

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 OF THE THEATRE DIVISION

A GUEST PERFORMANCES IN SWITZERLAND

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

B GUEST PERFORMANCES ABROAD

Pro Helvetia supports guest performances by independent theatre groups and by theatre institutions 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. In the case of guest performances of independent theatre groups in linguistic regions other than their own, Pro Helvetia also contributes to the costs of surtitling.

C VIEWING TRIPS

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

D PRODUCTIONS AND CO-PRODUCTIONS

Pro Helvetia supports the creation of new theatre productions by means of contributions to:

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

A production 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.

Revivals of productions are eligible for support if the production involved is particularly significant, if at least ten performances have been confirmed, and at least four years have passed since the same production was last staged.

Pro Helvetia supports writers of plays by means of work grants (→ cf. Guide Literature and Society) or through programmes promoting authors. When applicable, the latter are advertised on Pro Helvetia's website and in the media.

E ART AND AUDIENCE PROJECTS

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

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 theatre practitioners. Eligible for support are specialists who actively participate in public events on topics connected with Swiss theatre.

Pro Helvetia supports publications that deal with topics of Swiss theatre from a contemporary perspective. (→ Cf. Guide Literature and Society).

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, archives and collections;
- projects that are not dependent on financial support.

Moreover the Theatre division cannot accept applications for support in connection with:

- engagements of individual artists for productions abroad;
- scenic readings;
- theatre sports projects, playback theatre;
- cabaret, comedy, mime and clown productions; except in the case of significant tours abroad.

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 theatre company or the theatre institution 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.

Also required in the case of productions and co-productions:

- staging concept;
- text of the play.

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 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.