

Guide for Applicants

This guide supplements the Pro Helvetia grant regulations of 22 August 2002 ("Verordnung über Beiträge der Stiftung Pro Helvetia"). These regulations are available in German, French and Italian and can be downloaded from the Pro Helvetia website (www.pro-helvetia.ch) or federal government website (www.admin.ch), or ordered in printed form from Pro Helvetia headquarters.

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Introduction

This guide

- ... is designed to facilitate access to Pro Helvetia;
- ... will help you prepare an application to Pro Helvetia;
- ... contains useful information and checklists for applicants.

If you have further questions about applications or need advice on a project you are planning, the staff at Pro Helvetia headquarters will be happy to help you. You can also visit our website and download individual building blocks for your application directly from there. Our website and printed brochure will also tell you about Pro Helvetia's other activities – apart from reviewing applications .

Our website also lists the addresses of Pro Helvetia's branch and liaison offices.

A few preliminary points

- Please study this guide to determine whether Pro Helvetia is the right organisation for you to apply to and whether your proposal is eligible for Council support;
- read the guide to find out about application deadlines, evaluation procedures and decision-making processes;
- find out about the general evaluation criteria applied by Pro Helvetia;
- find out about the specific guidelines applicable in the individual discipline areas and decide which one you should address your application to;
- use the checklist to determine what material must be enclosed with your application.

Pro Helvetia

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info@pro-helvetia.ch

www.pro-helvetia.ch

1. Applying to Pro Helvetia, the Arts Council of Switzerland

1.1 What is Pro Helvetia?

Pro Helvetia, the Arts Council of Switzerland, is a foundation under public law of the federal government of Switzerland, which is its sole source of funding.

According to the law in force since 17 December 1965, the tasks of the Arts Council are as follows:

- **to preserve the Swiss cultural heritage** and protect the cultural character of the country, with particular regard for popular culture.
- **to promote cultural creativity in Switzerland** on the basis of the energies at work in the cantons, linguistic regions and prevailing cultural groupings.
- **to promote the exchange** of cultural values among the country's linguistic regions and cultural groupings.
- **to foster cultural relations with other countries**, particularly by seeking to generate understanding for Switzerland's intellectual and cultural heritage.

Pro Helvetia can award grants for the development, presentation and dissemination of cultural projects and works that serve the cause of artistic and cultural production, advance cultural mediation in Switzerland, foster cultural exchange among Switzerland's linguistic regions or promote cultural relations with other countries. Pro Helvetia places particular emphasis on present-day cultural production.

In Switzerland itself, Pro Helvetia works exclusively according to the principle of subsidiarity: it supports only such projects as also receive cantonal or municipal support.

1.2 Is your project eligible for Pro Helvetia support?

Before preparing an application, please consult the following list to determine whether your proposal falls within the scope of Pro Helvetia support. You must be able to answer a clear "yes" to at least one of the questions:

- Will your project be devised or presented by cultural practitioners resident in Switzerland?
- Was it or will it be developed by Swiss cultural practitioners residing outside Switzerland?
- Does your project deal with key aspects of Swiss cultural life?
- Does it promote cultural exchange among the linguistic regions of Switzerland?
- Does it foster cultural exchange between Switzerland and other countries?

Additionally, it should fulfil the following criteria:

- It is of significance to Switzerland at large or to at least one linguistic region.
- It possesses the character of a pilot or model project.
- The cultural practitioners realising it are professionals.

1.3 Or does your project fall outside the Pro Helvetia remit?

Not everything that is Swiss is necessarily culture. And not everything that is culture can be supported by Pro Helvetia.

Pro Helvetia cannot consider your application if you

- request an educational grant (scholarship);
- seek funding for a project or work in the context of your education (dissertation, thesis or other academic study);
- submit a project connected with children's or youth work in or outside school or relating to adult education;
- request support for participation in competitions or juries;
- wish to finance projects in the field of development cooperation;
- are looking for money to help develop or maintain infrastructures or purchase equipment.
- are seeking contributions to operating costs or requesting recurrent subsidies.

Nor can Pro Helvetia consider applications

- connected with jubilees;
- devoted primarily to the promotion of tourism and the economic sector;
- for projects intended as profit-making ventures.

Institutions other than Pro Helvetia are responsible for the promotion of certain areas of art and culture at Federal level:

- The **Federal Office for Cultural Affairs** (BAK) for the promotion of projects in the field of visual arts, design and film
- The **Swiss National Science Foundation** (Nationalfonds) for the promotion of scientific research and scientific publications
- **Culture and Development** (Fachstelle Kultur & Entwicklung) for applications requesting up to CHF 15,000 to promote local and regional events (series, tours, small-scale festivals and artistic co-productions in the fields of music, theatre, dance, visual arts and literature) in Switzerland featuring primarily artists from the continents of Asia, Africa, and South and Central America. .
- The **Swiss Agency for Development and Cooperation** (Direktion für Entwicklung und Zusammenarbeit, DEZA), for the promotion of events of inter-regional significance in Switzerland involving primarily art and culture from Asia, Africa, and South and Central America and including all film festivals from the southern hemisphere.

If in doubt, please contact the Pro Helvetia department responsible, who will help you direct your application to the correct address.

Are you submitting an application to some other federal agency? If so, you cannot submit your application to Pro Helvetia at the same time. To preclude the possibility of duplication, no project is eligible, in identical form, for subsidies from more than one federal agency.

Please note: You cannot assert any right to Pro Helvetia support for your project.

1.4 Which discipline area of Pro Helvetia is responsible for your application?

Before preparing an application, please read the information in Chapter 4 to determine which discipline area of Pro Helvetia your application falls into and study the relevant criteria and procedural rules.

Pro Helvetia is divided into the following specialised discipline areas, each of them with a slightly different approach to cultural promotion:

- 1) **Visual Arts**
- 2) **Film**
- 3) **Music**
- 4) **Literature and the Humanities**
- 5) **Theatre**
- 6) **Dance**
- 7) **Culture & Society**
- 8) **International**

Pro Helvetia also supports inter- and multidisciplinary projects touching upon several discipline areas. Applications concerning two areas are considered jointly by the relevant panels. Those touching on three or more disciplines fall within the province of

- 9) **Inter- and Multidisciplinary Projects**

2. How do you submit an application?

2.1 Where can you obtain information?

If you have questions, the staff at Pro Helvetia will be happy to help you. They will advise you and provide information on possibilities of receiving assistance from Pro Helvetia and on the application procedure itself.

Please address your written or telephone inquiries to:

Pro Helvetia
(Discipline area)
Hirschengraben 22
Postfach
8024 Zurich
Tel. +41 1 267 71 71
Fax +41 1 267 71 06
info@pro-helvetia.ch

Please remember to indicate the relevant discipline area. This will help speed up the process.

2.2 When can applications be submitted?

There are fixed deadlines for certain categories of applications, but not for others. Please note the following guidelines:

- **Work grants are intended to enable the creation of new artistic works.**
 - The application deadline for work grants is 31 December of any given year.
Please note: Pro Helvetia does not award work grants in every field.
- **We define “projects” as proposals to bring existing works to audiences, be it via performances, exhibitions or publications. In the domain of theatre and dance, this can include the production of a new work. The creation of a new social context by cultural means is also considered a project.**
 - Applications for project grants of Fr. 20,000 or less can be submitted at any time; they are processed as they come in.
Where a project consists in an event scheduled to commence or take place on a specific date, your application must reach Pro Helvetia headquarters at least 8 weeks before the start of the event.
 - Applications for over Fr. 20,000 can be submitted to meet either the 1 February or 1 August deadline. Where a project consists in an event scheduled to commence or take place on a specific date, please submit your application to meet a deadline at least 4 months before the planned start of the event.
 - All applications relating to the funding of theatrical and dance productions can be submitted to meet either the 1 February or 1 August deadline.

Careful: In certain cases our branch and liaison offices abroad have their own application deadlines.

Please note: Have you missed a deadline? We will keep your application pending and handle it at the next designated time – so long as this is still at least 4 months before the start of the event. Otherwise the application will be considered ineligible for review.

2.3 What kind of documentation must be enclosed with your application?

All applications to Pro Helvetia must include the following material:

- **a detailed description of the project**, providing
 - the exact contents of the proposal, documented by sketches, outlines or excerpts where necessary;
 - information on the scheduled time and place;
 - information on the people involved (organisers, cultural practitioners, specialist consultants/lecturers, participants);
 - information on motivation, strategies, goals, desired effects, target audience, criteria of success and marketing ideas;
- **a budget**, providing
 - an itemised list of projected expenses (incl. estimates);
- **a financial plan**, including

- information on all prospective income:
 - anticipated grants from institutions, companies, etc., to whom application has been made;
 - grants that have already been approved;
 - funding to be provided by the applicant(s);
 - estimated income from the performance(s)/event;
- information on the sum requested from Pro Helvetia;
- **documentation**, providing
 - a work biography of the cultural practitioners involved;
 - information on the past productions/works of the cultural practitioners involved;
 - press kits/reviews or video documentations of past works/projects.

Each discipline area has its own **application forms**, which must be used. These forms may list additional material required for the evaluation of an application. Details can be found below, in the sections on the individual discipline areas.

Pro Helvetia also has **information sheets** containing useful facts and advice on the preparation of applications.

Forms and information sheets for the individual discipline areas can be downloaded from the Pro Helvetia website (www.pro-helvetia.ch) or ordered in printed form from Pro Helvetia headquarters.

Please note: Applications cannot be considered if additional support material requested by Pro Helvetia is not provided in time to meet the designated deadline.

2.4 Where do you send your application?

Please address your application to:

Pro Helvetia
(Discipline area)
Hirschengraben 22
Postfach
8024 Zurich

Please remember to indicate the relevant discipline area.

Applications from countries in which Pro Helvetia maintains a branch or liaison office must be submitted to those offices. The contact addresses can be found on the Pro Helvetia website (www.pro-helvetia.ch).

3. How are applications evaluated?

3.1 Who evaluates your application?

Your application is forwarded to the department responsible for your discipline.

The department undertakes a formal assessment:

- Is your project in line with the Council's objectives?
- Was your application submitted in time to meet the deadline?
- Is the documentation complete?

The department confirms receipt and tells you how long you can expect processing to take, should the Council not be able to notify you of its decision within 4 weeks.

The staff at Pro Helvetia headquarters prepare your application and pass it to the appropriate bodies of the Council.

Which body considers your application depends on the sum in question. Grants of Fr. 20,000 or less are decided upon by the specialist staff at headquarters, grants over Fr. 20,000 by the appropriate working group of the Board of Trustees. Approval of applications requesting grants over Fr. 200,000 must be confirmed by the Steering Committee.

The decision-making bodies and the scope of their authority are noted in Art. 19 of the Pro Helvetia grant regulations ("Verordnung über Beiträge der Stiftung Pro Helvetia").

3.2 What are the evaluation criteria?

The second step is to examine the content and financial aspects of your proposal.

Pro Helvetia can approve a work grant if

- ... the Council deems your previous achievements convincing;
- ... you can make a credible case for your inability to obtain sufficient funds from third parties.

Pro Helvetia can extend support to your project if it

- ... possesses cultural relevance;
- ... demonstrates a convincing standard of quality;
- ... will be carried out by professionals;
- ... is thematically or formally innovative;
- ... is of supraregional, national or international significance or possesses the character of a pilot project;
- ... demonstrates a suitable cost-benefit ratio;
- ... promises to have long-term effects;
- ... is accessible to the public; **and**
- ... has not yet been undertaken.

Please read Chapter 4 of this Guide for the additional criteria set out by the individual discipline areas.

3.3 When will you be notified of the decision?

How long it takes to process your application depends on the amount requested. Or, to put it more simply, on the body handling your application and its meeting schedule.

Have you submitted an application for which there is no fixed application deadline? Then you will hear from us 8 weeks after the fully documented application is submitted.

Is there a deadline for your application? Then you will be notified of the decision within 4 months of the deadline.

A few days after the decision has been taken by the appropriate body of Pro Helvetia, you will receive written notification of approval, outlining the purpose of the grant. Or, should your application be rejected – providing a brief explanation.

3.4 And what can you do if you are not satisfied with the decision?

On request, Pro Helvetia will be happy to provide as many further details about the decision as it can.

If you, as an applicant, are not satisfied with the decision, you can

- lodge a written **reconsideration request** with the Council within 30 days, if you can put forward new aspects not previously taken into account;
- lodge an **appeal** with the federal appeals commission responsible for Pro Helvetia (Rekurskommission für die Stiftung Pro Helvetia) within 30 days of being notified of the decision.

Reconsideration requests and appeals must be lodged in accordance with Art. 11a of the federal law concerning Pro Helvetia and Art. 22 of the Pro Helvetia grant regulations (“Verordnung über Beiträge der Stiftung Pro Helvetia”).

Please address your **request for reconsideration** to the appropriate specialised working group of the Board of Trustees and send it to Pro Helvetia headquarters in Zurich.

Please submit your **appeal** in duplicate to the
Eidgenössische Rekurskommission
für die Stiftung Pro Helvetia
Eidg. Departement des Innern (Federal Department of Home Affairs)
3003 Berne.

3.5 What are your responsibilities as a grant recipient?

Approval of your application and your subsequent acceptance of the grant involve certain obligations on your part:

- You must carry out the project as set forth in your application.
- You are required to acknowledge the assistance you have received.
- We expect members of the headquarters staff or representatives of the Board of Trustees to be invited to a performance or to the launch/opening, and for specimen copies of publications/printed material to be made available to us.

Details can be found in the leaflet “Guidelines for recipients of awards”, which is enclosed with your approval letter or can be downloaded from our website: www.pro-helvetia.ch.

3.6 When can you expect payment to be made?

Pro Helvetia awards project grants in the form of non-repayable funding or deficit guarantees, the latter above all where a project is risky or has the prospect of raising the necessary funds itself.

Consequently, grants can only be paid out once the project is completed or the work executed/performed. Payment is conditional upon submission to headquarters of a final statement of accounts and a report on the completed project, plus specimen copies of publications/printed material. Work grants are paid out immediately upon approval.

In exceptional cases headquarters can pay an advance of up to 80 per cent of the approved grant.

For information on the expiry of grant assurances and the repayment of advances, see Art. 24 of the Pro Helvetia grant regulations (“Verordnung über Beiträge der Stiftung Pro Helvetia”).

The responsibilities of grant recipients are based on Art. 15 of the Pro Helvetia grant regulations.

4. Discipline areas

4.1 Visual Arts

1. Objectives

The Visual Arts area includes: the fine arts, design, New Media, photography, video, architecture and folk art. In the Visual Arts sector, Pro Helvetia promotes artistic exchange, efforts to bring Swiss art to foreign audiences and interregional artistic dialogue in Switzerland; it also fosters worldwide cooperation with museums, galleries and cultural centres, and contributes to touring exhibitions.

2. Activities

a) Exhibitions at home and abroad

Pro Helvetia awards grants with a view to enabling Swiss artists to show their work abroad. At home it supports exhibitions that foster exchange among the linguistic regions and are of nationwide interest.

Grants are restricted to transport and insurance costs and, in the case of installations and performance art, to travelling expenses and the hiring of equipment. The following types of events can be considered:

- solo exhibitions and retrospectives;
- group exhibitions;
- thematic exhibitions.

b) Art publications and art journals

Pro Helvetia awards printing subsidies or translation grants for publications (including CD-ROM, DVD or on-line publications). The publication must appear under a recognised publisher's imprint and be distributed professionally.

Grants can be awarded for:

- catalogues raisonnés and monographs;
- thematic publications with an art-historical link to Switzerland;
- the start-up of Swiss art journals; special issues on Swiss art.

c) Exchanges

Pro Helvetia promotes contact and exchange between Swiss and foreign artists, art historians or architects.

Grants can be awarded for:

- active participation by Swiss citizens in events abroad;
- active participation by foreign cultural practitioners in events in Switzerland with close thematic links to Swiss culture;
- study visits to Switzerland by foreign scholars researching cultural aspects of Switzerland.

d) Intercultural dialogue

Promoting encounter with cultures and cultural practitioners from economically disadvantaged countries cut off from the international distribution system and art market (e.g. regions in the southern hemisphere, indigenous cultures) is one of Pro Helvetia's priority areas.

In the Visual Arts sector Pro Helvetia can support:

- group exhibitions featuring artists from remote or economically disadvantaged regions of Switzerland;
- exhibitions and workshops in economically disadvantaged regions if devised and realised together with Swiss artists;
- studio visits to Switzerland ranging from six weeks to a maximum of six months for artists from the southern hemisphere.

3. Criteria

The general Pro Helvetia criteria listed under 3.2 apply. Moreover, Pro Helvetia can only consider projects sponsored by public cultural institutions or undertaken by private institutions/individuals as non-commercial ventures.

4. Restrictions

The general exclusionary criteria listed under 1.3 apply.

Moreover, in the Visual Arts sector grants cannot be awarded for the following:

-
- the creation of new works (province of the Federal Office of Culture);
 - scholarships (province of the municipalities, cantons and, at the federal level, the Federal Office of Culture);
 - artists' fees, materials or local expenses incurred by event organisers;
 - exhibition catalogues.

5. Procedural rules

When submitting an application, please use the appropriate application form ("Contributions to exhibitions", in G/F/I/E; "Contributions to publications on visual art", in G/F/E; "Contributions to travelling exhibitions", in G/F/E) and consult the respective and additional information sheets ("Grants for South/North exhibitions, Artist-in-Residence Programmes", in G/F/I/E; "Grants for exchanges", in G/F/I/E) at www.pro-helvetia.ch.

4.2 Film

1. Objectives

SWISS FILMS, a partnership between the Swiss Film Centre, the Swiss Short Film Agency and Pro Helvetia, has assumed all the film-specific tasks of the three organisations from which it was formed. SWISS FILMS promotes the presence of the Swiss cinema at home and abroad.

The activities of SWISS FILMS are complementary to those of the Federal Office of Culture and the Federal Department of Foreign Affairs.

2. Activities

a) Domestic

- At home, SWISS FILMS supports cultural events presenting films from linguistic regions outside that of the venue itself. Where necessary, SWISS FILMS provides copies of films.
- SWISS FILMS does not support events predominantly involving foreign films. Event organisers with a particular interest in films from the Trikont should apply to the Swiss Agency for Development and Cooperation (SDC) in Berne.

b) Foreign

- Abroad, SWISS FILMS supports cinema-related cultural events (thematic seasons and retrospectives) that dedicate significant space to the Swiss cinema. Film events including panel talks, seminars, workshops, etc. are preferred.

c) Exchanges

SWISS FILMS also supports projects designed to further exploration of the Swiss cinema. SWISS FILMS can award grants for:

- major international studio and workshop projects connected with Swiss film events;
- travelling expenses for Swiss film-makers invited to attend screenings of their films and actively participating in discussion events (round-tables, panel talks) at major international film festivals;
- travelling expenses for Swiss film experts invited to congresses, symposia, workshops, etc. devoted at least in part to the Swiss cinema;
- travelling expenses for foreign film scholars studying aspects of the Swiss cinema or actively participating in public podium discussions on the subject in Switzerland;
- study visits to Switzerland by foreign film scholars studying some aspect of the Swiss cinema.

3. Criteria

The general Pro Helvetia criteria listed under 3.2 apply. Moreover, SWISS FILMS can only consider

- independent Swiss film productions.

4. Restrictions

The general exclusionary criteria valid for Pro Helvetia (Chapter 1.3) apply.

Moreover SWISS FILMS cannot award grants for:

- the production (incl. screenplays) and distribution of films, videos and DVDs (province of the Film Section of the Federal Office of Culture and the cantons).

5. Procedural rules

In addition to the general documentation listed under 2.3, applications can be considered only if accompanied by an invitation from the event organiser(s), with full description of the event and subject of the lecture or discussion.

Applications connected with travelling must be submitted at least one month before the date of departure.

6. Address

Please address your applications to

SWISS FILMS
Neugasse 6
8005 Zurich
Tel. +41 43 211 40 50
www.swissfilms.ch

4.3 Music

1. Objectives

In the Music sector, Pro Helvetia promotes professional music-making and composition in Switzerland and efforts to bring them to foreign audiences; it fosters musical dialogue among the various regions of Switzerland and between Switzerland and other countries, and encourages intercultural dialogue. It also offers advice on projects and initiatives.

2. Activities

Pro Helvetia can award deficit guarantees for projects in the following categories:

a) At home

- premieres of works by Swiss composers or foreign composers active in Switzerland;
- performances fostering interregional and intercultural exchange and featuring contemporary Swiss works. In the fields of pop and jazz, promoters/organisers are eligible if they have shown an on-going commitment to interregional and intercultural exchange and demonstrate a convincing standard of professionalism and a secure infrastructure;
- study visits by foreign musicologists doing research on Swiss music;
- the participation of foreign specialists in symposia and congresses on Swiss music.

b) Abroad

- tours by Swiss ensembles demonstrating a high standard of quality. Major contemporary Swiss works must feature in the programme; support is also conditional upon financial and organisational participation by the individual host country in accordance with its possibilities ;
- lectures, seminars and master classes on Swiss music by musicologists, composers and musicians;
- concerts by foreign ensembles demonstrating a high standard of quality. Major Swiss works must feature in their programmes.

c) Intercultural dialogue

- concert series and festivals promoting the exploration of music from the southern hemisphere and indigenous cultures, if these events present contemporary non-commercial forms of music or classical art music and traditional folk music;
- co-productions bringing together Swiss musicians and musicians from the southern hemisphere or indigenous cultures;
- travelling and living expenses for artists from the southern hemisphere and indigenous cultures seeking direct encounter and collaboration with artists from Switzerland in the framework of the Artists-in-Residence programme.

d) Work grants

- Each year Pro Helvetia awards commissions to composers living in Switzerland for works in various genres. Applicants' musical potential must meet international standards. Further conditions may be stipulated.

3. Criteria

The general Pro Helvetia criteria listed under 3.2 apply.

4. Restrictions

The general exclusionary criteria listed under 1.3 apply.

Moreover, in the Music sector grants cannot be awarded for

- concerts without Swiss works;
- individual concerts at home or abroad;
- purely functional music such as stage and film music, musicals, musical comedy, musical revues, folklore;
- CD productions;
- the printing/publishing of scores;
- instruments, new uniforms.

5. Procedural rules

In addition to the general documentation listed under 2.3, applications can only be considered if accompanied by:

- a concept paper;
- scores;

-
- sound recordings

When submitting an application, please use the appropriate application form (“Concerts and concert tours abroad”, in G/F/I/E; “Konzerte in anderen Sprachregionen der Schweiz”, in G/F/I; “First performances of works by contemporary Swiss composers”, in G/F/I/E) at www.pro-helvetia.ch.

4.4 Literature and the Humanities

1. Objectives

In the Literature and Humanities sector, Pro Helvetia promotes literary work in Switzerland, efforts to bring the fruits of this work to foreign audiences, and literary and scholarly dialogue among the various regions of Switzerland and between Switzerland and other countries. It also offers advice on projects and initiatives.

2. Activities

In the Literature and Humanities sector, Pro Helvetia can award the following support:

a) Literary work grants

To Swiss writers or writers resident in Switzerland, to enable them to dedicate themselves uninterruptedly to a new work. To be eligible, authors must already have published books in the literary category (self-published or self-financed books cannot be taken into account). Work grants can only be awarded to an author once every five years. The selection is made by the specialist group of the Board of Trustees on the recommendation of the literary commission. Applications are also accepted.

b) Work grants for translators

To Swiss literary translators or translators outside Switzerland who regularly translate Swiss literature. Work grants are intended to enable important translating projects to be realised, but can also be awarded in recognition of long-standing contributions to literary mediation. The selection is made by the specialist group of the Board of Trustees on the recommendation of the literary commission. Applications are also accepted.

c) Printing subsidies

Publishing houses can apply for Pro Helvetia printing subsidies for specific publications. These grants can be awarded for:

- works, above all scholarly studies, with a Swiss focus;
- individual literary works in Italian or Rhaeto-Romanic;
- literary magazines.

The following categories are ineligible:

- individual literary works in German or French with the exception of collected works and collected editions;
- specialised non-fiction, textbooks, dictionaries and encyclopaedias, reference books;
- festschriften, dissertations, master's and licentiate theses;
- bibliophile editions;
- new editions;
- books that have already been printed or published;
- self-published or self-financed publications.

d) Translation grants

Publishing houses can apply to Pro Helvetia for book- translation grants. Grants can be awarded for:

- literary works by Swiss authors;
- books devoted to a Swiss cultural theme.

The following categories are ineligible:

- specialised non-fiction, textbooks and scholarly/scientific publications;
- publications that have already been awarded a printing subsidy. No publication may receive both a printing subsidy and a translation grant.

e) Event subsidies

On application, Pro Helvetia can provide support for events. Grants can be awarded for:

- literary and scholarly events in Switzerland that promote interregional or intercultural exchange;
- events abroad that serve to bring Swiss literature to foreign audiences.

The following categories are ineligible:

- commercial events;
- events that are not accessible to the general public or cater to a specialist audience.

f) Exchanges

Pro Helvetia supports contacts between Swiss and foreign cultural practitioners and scholars. Grants can be awarded for:

- readings and lectures by Swiss authors abroad;
- readings and lectures by Swiss authors in Switzerland in the context of interregional dialogue;
- participation by Swiss authors in congresses, symposia, festivals and similar events abroad;
- participation by foreign authors in such events in Switzerland (only where they demonstrate a clear link to Swiss culture);
- study visits by foreign scholars wishing to research some aspect of Swiss culture in Switzerland.

The following categories are ineligible:

- grants for organisational or infrastructural purposes;
- general applications by whole groups.

g) Distributing books to libraries

Pro Helvetia distributes literary works and non-fiction books relating to all of the Council's areas of commitment to foreign libraries. Books can be sent to:

- institutions accessible to a wide audience;
- institutions whose research and teaching regularly touch on Swiss subjects.

The following categories are ineligible:

- provision of books to individuals;
- provision of books for representational or advertising purposes;
- language-teaching books and materials;
- maps;
- out-of-print and antiquarian books;
- bibliophile editions.

h) Book exhibitions

On application, Pro Helvetia puts together books exhibitions in a non-commercial framework for congresses, conferences and other cultural events abroad.

The following categories are ineligible:

- commercial book fairs, which are the province of publishers' associations;
- contributions to exhibition infrastructures (rent for stands, registration fees, salaries, etc.).

3. Criteria

The general Pro Helvetia criteria listed under 3.2 apply.

4. Restrictions

The general exclusionary criteria listed under 1.3 and stipulated in the individual sections above and below apply.

5. Procedural rules

When submitting an application for printing subsidies or translation grants, please use the "Contributions to publications" form (G/F/I/E). This form and the "Translation grants" information sheet (G/F/E) are available on the Pro Helvetia website: www.pro-helvetia.ch.

4.5 Theatre

1. Objectives

In the Theatre sector Pro Helvetia promotes the quality and impact of professional Swiss theatre work. It supports proposals serving the networking and promotion of Swiss theatre groups at home and abroad, exchange among Switzerland's various linguistic regions, intercultural dialogue, young Swiss playwrights and contemporary discourse on present-day theatre work.

2. Activities

Pro Helvetia can award deficit guarantees or grants for:

a) At home

- productions by independent theatre groups whose work is closely linked with Switzerland;
- guest performances in linguistic regions of Switzerland other than their own;
- recurrent theatre festivals with a strong Swiss presence;
- the promotion of Swiss playwrights;
- events regularly showcasing the Swiss theatre scene and promoting exchange among the linguistic regions and with foreign countries.

b) Abroad

- co-productions between Swiss and foreign theatre groups, with performances in Switzerland;
- guest performances of independent Swiss theatre groups of supraregional standing;
- guest performances of outstanding Swiss productions from established houses of international standing.

As a rule only travelling and transport expenses can be defrayed.

c) Exchanges

- active participation by Swiss stage professionals in symposia abroad;
- the running of workshops by Swiss stage professionals in conjunction with a foreign tour.

d) Intercultural dialogue

- co-productions promoting dialogue and reciprocal artistic exploration between Swiss theatre ensembles and ensembles from the southern hemisphere and other cultural regions;
- travelling and living expenses for artists from the southern hemisphere and other cultural regions who are interested in working with artists from Switzerland (co-productions).

3. Criteria

The general Pro Helvetia criteria listed under 3.2 apply. Moreover, in the Theatre sector, the following restrictions pertain:

a) in general:

- Pro Helvetia awards support only to productions by professional theatre ensembles whose work is closely linked with Switzerland.
- Outside Switzerland only guest performances with at least 3 appearances at major institutions and festivals can be considered.

b) Production applications:

- At the time of application, productions must be able to provide evidence of at least 10 performances in Switzerland; where a choice must be made between applications of equal merit, preference will be given to productions based on texts by Swiss authors.
- Any theatrical production devised abroad must present a play by a contemporary Swiss author; foreign ensembles must also fulfil Pro Helvetia's quality standards and guest performances in Switzerland must be planned.

4. Restrictions

The general exclusionary criteria listed under 1.3 apply. Moreover, in the Theatre sector, grants cannot be awarded for

- individual artists;
- revivals;
- first productions;
- musicals, revues, mimes, clowns, acrobatics, theatrical sports projects, playback theatre;
- staged readings;

- folklore;
- weekend workshops, participation in workshops;
- academic lectures or study trips by theatre scholars;
- research trips;
- publications on the theatre.

5. Procedural rules

In addition to the general documentation listed under 2.3, applications must be accompanied by a dramaturgic concept paper.

When submitting an application, please use the appropriate application form (“Produktionen von professionellen schweizerischen Ensembles”, “Aufführungen in andern Sprachregionen der Schweiz” or “Teilnahme an Festivals und Gastspielen im Ausland”, available in G/F) at www.pro-helvetia.ch.

Note: For requests over Fr. Fr. 20,000, please submit your fully documented application **in triplicate**.

4.6 Dance

1. Objectives

In the Dance sector, Pro Helvetia promotes the quality and impact of professional Swiss dance work. It supports proposals serving the networking and promotion of Swiss dance ensembles at home and abroad, exchange among the various linguistic regions, intercultural dialogue, contemporary discourse on present-day dance, and Swiss dance promotion.

2. Activities

Pro Helvetia can award deficit guarantees or grants for:

a) At home

- productions by independent dance ensembles whose work is closely linked with Switzerland;
- guest performances in other linguistic regions of Switzerland;
- recurrent dance festivals with a strong Swiss presence;
- events regularly showcasing the Swiss dance scene and promoting exchange among the linguistic regions and with foreign countries.

b) Abroad

- co-productions between Swiss and foreign dance ensembles, with performances in Switzerland;
- guest performances of independent Swiss dance ensembles of supraregional standing;
- guest performances of institutional Swiss ensembles of international standing.

As a rule only travelling and transport expenses can be defrayed

c) Exchanges

- active participation by Swiss dance professionals at symposia abroad;
- the running of workshops by Swiss dance professionals in conjunction with a foreign tour.

d) Intercultural dialogue

- co-productions promoting dialogue and reciprocal artistic exploration between Swiss dance ensembles and ensembles from the southern hemisphere and other cultural regions;
- guest performances by dance ensembles from the southern hemisphere and other cultural regions if organised by Swiss promoters committed to continuity.

3. Criteria

The general Pro Helvetia criteria listed under 3.2 apply. Moreover, in the Dance sector, the following restrictions pertain:

a) in general:

- Pro Helvetia awards support only to productions by professional dance ensembles whose work is closely linked with Switzerland.
- As a rule, grant applications for guest performances outside Switzerland can be considered only if at least 3 appearances at major institutions and festivals are planned.

b) Production applications:

- At the time of application, ensembles must be able to provide evidence of at least 8 performances in Switzerland of their previous production and a definitive venue for the premiere of the new production, with at least 3 scheduled performances.
- Pro Helvetia can support rehearsals for the revival of exceptional productions if at least 10 further performances are definitively scheduled; applications may be submitted no earlier than four years after the last performance of the same production.

4. Restrictions

The general exclusionary criteria listed under 1.3 apply. Moreover, in the Theatre sector, grants cannot be awarded for

- individual artists;
- first choreographies;
- folklore;
- weekend workshops, participation in workshops;
- academic lectures or study trips by dance scholars;
- research trips;

-
- publications on dance;
 - video productions, apart from by way of exception.

5. Procedural rules

In addition to the general documentation listed under 2.3, applications must be accompanied by a choreographic concept paper.

When submitting an application, please use the appropriate application form (“Produktionen von professionellen schweizerischen Ensembles”, “Aufführungen in andern Sprachregionen der Schweiz” or “Teilnahme an Festivals und Gastspielen im Ausland”, available in G/F) at www.pro-helvetia.ch.

4.7 Culture & Society

1. Objectives

In the Culture & Society sector, Pro Helvetia supports cultural projects relating to timely social issues. The accent is on multidisciplinary projects fostering understanding and encouraging dialogue among regional, linguistic, national, ethnic or other communities at home and abroad.

2. Activities

Grants can be awarded for projects geared to establishing a relationship between cultural practice and social development:

- projects that foster social discourse by cultural and artistic means. Pro Helvetia places special emphasis on the artistic and intellectual exploration of current social and cultural phenomena;
- activities that heighten sensitivity to cultural diversity and social change and encourage exchange, the transfer of experience and the building of social and cultural bridges;
- projects focusing on the cultural practices of the widest possible range of population groups. The active participation of the population is a priority. Projects should encourage creativity and be geared to collective creative processes. Preference is given to projects addressing groups with a limited cultural infrastructure and difficult access to the resources of cultural life.
- projects that contribute to reflection on the societal significance of art and culture and that heighten sensitivity to the societal significance of cultural practice .

a) Cultural mediation

In Switzerland Pro Helvetia supports pilot projects that fall thematically into one of the priority areas mentioned above or encourage reflection and development of approaches at the interfaces of culture and education.

In particular, grants can be awarded for:

- conceptual events and conferences;
- publications and thematic exhibitions in the field of cultural mediation;
- art-related socio-cultural pilot projects;
- socio-cultural and culture-mediating pilot projects in the field of new information and communication technologies.

b) Everyday and popular culture

Pro Helvetia promotes projects designed to reflect everyday and popular culture in a contemporary light.

Grants can be awarded for:

- exhibitions and publications on subjects relating to Swiss social anthropology or everyday culture;
- specialist conferences of national or international significance on subjects relating to Swiss social anthropology or everyday culture;
- networking projects involving local and regional museums;
- the conception and realisation of permanent exhibitions at local and regional museums and of changing or touring exhibitions, so long as they are in line with the timely approaches taken by the Culture & Society sector.

c) Intercultural dialogue

Pro Helvetia promotes pilot projects at home and abroad that advance efforts to address the issue of art and society in the cross-currents of global, national and local culture.

Grants can be awarded for:

- projects relating to long-term priority areas as defined by the Culture & Society sector;
- events and networks;
- publications and exhibitions.

d) Culturemobile

Culturemobile assists groups interested in pursuing cultural ideas or schemes in their surroundings and offers professional support in devising, organising and carrying out projects – on the basis of a participative approach. Support is given in the form of accompaniment of the process, advice, animation or the provision of an infrastructure. Projects accompanied by Culturemobile are financed, developed and realised by the initiators themselves. Where necessary and possible, partnerships are concluded or specialists called in.

3. Criteria

The general Pro Helvetia criteria listed under 3.2 apply. Moreover, in the Culture & Society sector Pro Helvetia can only consider

- model projects with the potential to trigger impulses;
- projects of supraregional significance (local and regional activities only in Culturemobile projects);
- projects that aim at optimal realisation in light of the target group and on-site conditions;
- initiatives offering broad sectors of the population the opportunity to participate in both planning and realisation.

4. Restrictions

The general exclusionary criteria listed under 1.3 apply.

Moreover, in the Culture & Society sector Pro Helvetia cannot finance:

- recurrent projects with identical content;
- operating costs or regular activities of existing institutions and organisations;
- projects designed solely for an institution's own benefit (inner workings, training and continuing education of personnel, house information leaflets, advertising, homepages);
- the acquisition or restoration of buildings, cultural monuments or exhibition pieces/cultural assets;
- projects in the field of development aid.

5. Procedural rules

When submitting an application for publication grants, please use the appropriate application form ("Publikationsbeiträge", in G/F/I) and consult our information sheets ("Merkblatt für die Gesuchseingabe" and "Merkblatt für die Gesuchseingabe (Ausstellungen in Orts- und Regionalmuseen)", in G/F/I) at www.pro-helvetia.ch.

4.8 International

1. Objectives

Pro Helvetia is committed to advancing efforts to bring Swiss artistic and cultural work to international audiences. Its overarching goal is to provide Swiss artists and cultural practitioners with the best possible conditions for the creation and dissemination of cultural products in an international context and to help Switzerland project a convincing international image.

To this end Pro Helvetia maintains

- an in-house agency service, which operates as a cooperation centre for federal bodies, particularly Swiss diplomatic missions;
- branch/liaison offices in Paris, Milan, Cairo, Cape Town, Budapest, Bratislava, Prague and Cracow, which promote collaboration and dialogue between Swiss and foreign artists, cultural practitioners, promoters and organisations;
- the Swiss cultural programme for the advancement of local culture in south-eastern Europe and the Ukraine, with programmes and offices in Tirana, Sarajevo, Skopje, Belgrade, Sofia, Bucharest and Kiev (assignment delegated by the SDC).

2. Activities

The International sector has a coordinating function and does not consider applications from Switzerland.

a) Applications from countries in which Pro Helvetia maintains branch or liaison offices

These applications must be addressed to the local branch or liaison office; they are evaluated according to the same criteria as employed at Pro Helvetia headquarters, with special attention to the additional requirements (see 3. below). However, deadlines may differ.

b) Applications from countries without Pro Helvetia branch or liaison offices

These applications must be submitted to the appropriate department at Pro Helvetia headquarters. The general criteria and deadlines apply, but with the addition of the criteria listed below.

3. Criteria:

The general Pro Helvetia criteria listed under 3.2 apply. In addition, the International sector requires the following:

- harmonisation with the interests, needs and potential of the country/countries in which the project is to take place;
- the principle of reciprocal cultural exchange;
- conception and realisation of the project in cooperation with recognised local partners.

4. Procedural rules

Applicants can obtain the appropriate forms from the Pro Helvetia branch and liaison offices or download them from the Pro Helvetia website: www.pro-helvetia.ch. The website also lists the addresses of the branch and liaison offices. Please note the various application deadlines.

4.9 Inter- and Multidisciplinary Projects

1. Terminology

Pro Helvetia is increasingly confronted with applications touching on several discipline areas. Where only two are involved, applications are reviewed jointly by the specialist sectors themselves. Where it is a question of three or more, applications are put before the coordinating group at Pro Helvetia headquarters (for sums of Fr. 50,000 or less) or the Board of Trustees (for sums over Fr. 50,000). All discipline areas are represented in the coordinating group.

The financial remit of the various bodies of the Arts Council are described in Art. 19 of the Pro Helvetia grant regulations (“Verordnung über Beiträge der Stiftung Pro Helvetia”).

a) Interdisciplinary

A project is interdisciplinary if it unites several artistic disciplines and, in linking them, creates something qualitatively new.

b) Multidisciplinary

A project is considered multidisciplinary if it brings together artistic presentations from various disciplines relating to a single subject or approached from the same angle. The newness results, not from the artistic linkage of different disciplines but from the fact that the thematic core is reflected in the mirror of different disciplines or that each discipline makes a statement about the overarching subject.

2. Activities

Pro Helvetia can promote events both at home and abroad under the heading of “Inter- and Multidisciplinary Projects”.

3. Criteria

If the requirements for consideration as inter- or multidisciplinary are fulfilled, the general criteria listed under 3.2 apply.

In the case of multidisciplinary projects, support is limited to aspects particularly in keeping with the aims of Pro Helvetia.

4. Restrictions

The general exclusionary criteria listed under 1.3 apply.

Moreover, grants cannot be awarded for

- festivals that, in a restricted timeframe, present contributions from various disciplines without a linking theme.

5. Procedural rules

Applicants can download the appropriate forms from the Pro Helvetia website: www.pro-helvetia.ch.

As at January 2004