

Form
Pro Helvetia Cape Town

Pro Helvetia Cape Town
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Application form for Pro Helvetia projects

Pro Helvetia Cape Town, the liaison office of the Swiss Arts Council in Southern Africa, acts as a funding body, advisor and co-producer of cultural (exchange) events in South(ern) Africa or Switzerland.

Exchanges that Pro Helvetia Cape Town supports are professional in character and meet professional artistic standards. Pro Helvetia Cape Town promotes exchanges with the understanding that these are mutually beneficial to both Swiss and Southern African partners.

Pro Helvetia promotes art in its creation, dissemination and reception, in accordance with quality standards, which are subject to continual review, and with the financial means at its disposal.

Projects that qualify for funding

Pro Helvetia Cape Town supports:

- Exchanges through residency programmes in Switzerland and South Africa. These include residencies for professional visual artists, creative writers, script writers, musicians, photographers, dancers, choreographers. (Please use separate Artist in Residence Application Form)
- Participation of Swiss based individuals/groups in the disciplines of dance, literature, theatre, visual arts, film and music within Southern Africa and in co-production with existing festivals and/or cultural events.
- Participation in symposia/conferences or research projects by Swiss individuals/groups within Southern Africa and vice versa. Projects in this category must be arts and culture related.

N.B.: Pro Helvetia Cape Town supports cultural organisations and individuals who are already professionally active in the field of arts and culture.

Projects that do not qualify for funding

Pro Helvetia Cape Town does not support:

- commercial or profit-orientated projects
- educational stipends
- video/film production
- training of non-professionals

In addition, it should be noted that Pro Helvetia does not act as a producer of events nor as a promoter of individual artists or groups. Pro Helvetia Cape Town is preferential in its support of projects when it is not the sole funder. We therefore urge you to seek additional funds for your projects and not depend on Pro Helvetia Cape Town to be the sole funder.

Funding Procedure

Applications must be made on the official application form, between 1 January and 28 February 2009, for projects which take place in the 2009.

Applications received are then screened by Pro Helvetia Cape Town and assessed by Pro Helvetia Cape Town and its partners in question. The final outcome of applications is dependent on approval by the board of trustees of Pro Helvetia in Zurich, which is specialized per art discipline.

Receipt of applications will be acknowledged by post. Only fully completed applications, with related attachments (sheets A, B, C and D) will be processed. Furthermore, any existing supportive material (i.e. video/audio recordings, pictures, press cuttings, publications etc.) should be included.

All supportive material should be clearly marked with the applicant's name and the project title.

All applicants will be notified by post of the outcome of their application by 1 July 2008 at the latest.

Application procedure

Applicants are encouraged to read the form carefully before completing their application. Please type your information or use block letters for easy legibility. As the application form becomes an integral part of the contract (in the event of your application being granted) we request that you make a copy of the completed application for your files before posting the original. Electronic applications are welcome but supporting material needs to be posted.

Enclosures (required)

Apart from the application form with separate sheets A, B, C and D, every application must also include documentation that will facilitate qualitative evaluation of the applicant and of the project in question (biographies, letters of reference, documentary material like press cuttings, cassettes or video tapes, reproductions, etc.)

Applicant

Applicant
Full address
Tel..... Fax.....
E-Mail.....
Website (URL)..... http://

Bank or postal check office

Account holder
Account number Clearing number
Bank
Exact address

Date and signature

We/I have read and understand the notes and instructions attached to this application form, and in the event of this application being successful, we/I agree to abide by the conditions on which the grant is made available by Pro Helvetia through Pro Helvetia Cape Town according to the contract, which will be issued.

We/I accept that the decision of the Pro Helvetia Cape Town authorities with respect to this application is final, and that no further correspondence or discussion will be entered into once the decision has been communicated to us/me.

We/I confirm that the information contained in the application form is true and correct

Place and date

Signature of applicant.....

Project information

2.1 Project title:

.....

2.2 Kind of project:

Exchange project participation in symposium research
(mark the relevant kind of project)

2.3 Art discipline (i.e. dance, literature, visual arts):

.....

2.4 Project outcome (i.e. performance, workshops, conference):

.....

2.5 Project description (on a separate sheet A):

.....

2.6 List the project's aims/objectives and explain how they will be met
(on a separate sheet B):

.....

2.7 List of accompanying materials (i.e. CD's, videos, catalogues, etc.):

.....

2.8 In which country(ies) and city(ies) will the project take place?

.....

2.9 Project partner(s) in Switzerland or South(ern) Africa (full addresses please):

.....

2.10 Starting date of project:

.....

2.11 Projected completion date:

.....

2.12 Who produces the project?

.....

2.13 What will be your role in the project?

.....

2.14 Which role/service do you wish Pro Helvetia Cape Town to play/render in the project?

Funder co-producer

(mark the desired option, or both, and describe which co-producer activities you wish Pro Helvetia Cape Town and the other producer(s) to undertake – on a separate sheet)

2.15 Have you travelled to the host country before? If yes, when, for how long and for what purpose?

Financial Information

3.1 Full project budget (on separate sheet C)=how much will the project cost

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3.2 Full financial cover plan for the project (on separate sheet D)

= where/from whom are funds being sourced, indicate amounts requested/granted

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3.3 Amount requested from PHCT:

.....

3.4 Amount/service you(r organisation) contribute(s):

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3.5 Amount(s) granted from other sources:

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3.6 Who will audit the financial report of your project?

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