

## APPLICATION FORM AND GENERAL INFORMATION FOR 2010 SDC FUNDING

### 1. Introduction

Pro Helvetia Cape Town, the liaison office of the Swiss Arts Council for Southern Africa, acts as a funding body, advisory body, and co-producer of cultural events in Southern Africa or Switzerland.

Pro Helvetia Cape Town has been mandated to manage funds made available by the Swiss Agency for Development and Cooperation (SDC). The mandate stipulates that these funds should be used towards arts and culture projects within Southern Africa. A core focus of this mandate is to encourage exchange and collaboration in or between countries /regions within Southern Africa.

Main Objectives:

1. building good administrative and organizational capacity in independent arts organizations in the region
2. stimulating high quality and a higher degree of visibility of contemporary professional arts in the region, thus enhancing its marketability and chances of survival / sustainability
3. organizing more and stronger regional networks, helping artists to break out of their isolation regionally and internationally

### Projects that qualify for SDC funding

- Projects that build (social) awareness using the arts
- Projects that develop new syntheses out of modernity and tradition.
- Projects that promote opportunities for cultural differentiation, thus strengthening the understanding of differences.
- Projects that develop skills in arts administration to build local capacities.
- Projects that have synergies with existing Pro Helvetia Cape Town projects

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

### 2. Projects that do not qualify for funding

- 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 or 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 as the sole funder.

### 3. Funding Procedure

Application dates for projects taking place in 2010 are between 1<sup>st</sup> September 2009 and 30<sup>th</sup> September 2009. All applications must be posted to:

The Adderley Level D  
25 Adderley Street,  
PO Box 469  
Cape Town 8000  
South Africa

Applications received are then screened and assessed by Pro Helvetia Cape Town and, when needed, possible external evaluators. The final outcome of applications is dependent on approval by the Swiss Agency for Development and Cooperation in Pretoria.

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 January 2010.

#### 4. 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. We regret no applications sent by fax or e-mail will be accepted, as enclosures can technically not be sent through these media.

We urge applicants to email electronic versions of the attachments (sheets A,B,C,D) for attention [capetown@prohelvetia.org.za](mailto:capetown@prohelvetia.org.za)

#### Enclosures (required)

- Filled-in form
- Curriculum Vitae
- Relevant documentation of previous works and projects
- Further material (CD-ROMs, videos, publications, etc.)

## Application Form

### Section 1: Applicant and project information

#### Applicant

- 1.1 Surname:
- 1.2 Name:
- 1.3 Title:
- 1.4 Nationality:
- 1.5 Date of Birth:
- 1.6 Organisation/Company:
- 1.7 Postal address and code:
- 1.8 Tel:
- 1.9 Fax:
- 1.10 E-mail:
- 1.11 First language:

#### Project

- 2.1 Project title:
- 2.2 Kind of project: (mark the relevant kind of project)
- 2.3
  - new production  distribution of existing work
  - Exchange project  participation in symposium  research  others (specify)
- 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, minimum 3 pages)
- 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 Southern Africa (provide full addresses):
- 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?

#### Section 2: Financial Information

3.1 Full project budget (on separate sheet C)

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

3.3 Amount requested from Pro Helvetia Cape Town:

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

3.5 Amount(s) granted from other sources:

3.6 Provide contact details of appointed registered accountant for your project?

#### Section 3: Declaration

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 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

Name:

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Signature:

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Date: