

Form

Pro Helvetia Cairo

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Application Form

For Projects with Pro Helvetia, Swiss Arts Council

The first section provides information about exchange possibilities.

The next section is the application form that should be filled in by applicants and returned to the office:

N.B.: 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.)

1. Introduction

Pro Helvetia Cairo, the liaison office of the Swiss Arts Council in Egypt and the Arab region acts as a funding body, advisor and co-producer of cultural (exchange) events in Egypt / the region or Switzerland.

Exchanges that Pro Helvetia Cairo supports are professional in character and meet professional artistic standards. Pro Helvetia Cairo promotes exchanges with the understanding that these are mutually beneficial to both Swiss and partners from Egypt and/or the region.

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.

2. Projects that do not qualify for funding

Pro Helvetia Cairo does not support:

- commercial or profit-orientated projects
- infrastructure
- educational stipends

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 Cairo 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 PHC as the sole funder.

3. Funding Procedure

Applications must be made on the official application form, and submitted according to deadlines (1.February / 1.August).

Applications received are then screened and assessed by Pro Helvetia Cairo 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 (cv, documentation of work and motivation letter) 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 of the outcome of their application by post.

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. Queries: Pro Helvetia Cairo administration (details above)

Please complete this page in the spaces provided and attach separate sheets where requested.

Section 1: General Information

Applicant Information

1.1 Surname:

1.2 Name:

1.3 Title:

1.4 Organisation/Company:

1.5 Postal address and code:

1.6 Tel:

1.7 Fax:

1.8 E-mail:

1.9 Languages:

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. visual arts, music, dance, theatre, literature):
- 2.4 Project outcome (i.e. performance, workshops, conference):
- 2.5 Project description:
- 2.6 List the project's aims/objectives and explain how they will be met
- 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 Egypt / region (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 Cairo 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 Cairo 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?

Section 2: Financial Information

- 3.1 Full project budget (on separate **sheet**) = how much will the project cost
- 3.2 Full financial cover plan for the project
= where/from whom are funds being sourced, indicate amounts requested/granted
- 3.3 Amount requested from PHC:
- 3.4 Amount/service you(r organisation) contribute(s):
- 3.5 Amount(s) granted from other sources:
- 3.6 Who will audit the financial report of 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 through Pro Helvetia Cairo according to the contract, which will be issued.

We/I accept that the decision of the Pro Helvetia Cairo 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:

Signature:

Date:
