

Instructions for filling in Application Form

PROJECT

Name of project

Please state the title of the project you are organizing, but, in case you are applying for example an action within a large festival, do also include the title of the main project.

Project partner(s)

Organization(s)

The organizer can be an individual, a group of individuals, an NGO or an institution. If there are several partner organizations involved in a project, it has to be clearly stated who carrier of the project (in the first place) and the names of the other partners (below).

Contact person and function

One, maximum two persons in charge for project coordination/realization should be stated. This person shall also be the contact with the Programme in the process of completing of the application.

Address, Tel. / Fax, E-mail

Please state the contacts of the organizer i.e. the person in charge.

Date of project

Please state the dates and the duration of the project. If the project is to be realized in phases, please include this information too.

Place(s)

It is necessary to know the exact place (city, town, country etc.) and if possible the exact venue (hall, gallery, museum etc.) where the project shall be realized. Please attach a Letter of Intent from the partner organization for the venue(s).

Project description

We are interested in the concept, participants, technical details, dynamics of realization etc. It is in your interest to present the project in detail. Factual precision contributes to the credibility of the project, and a detailed description helps to recognize and understand the specific qualities of the project.

Regional Priority Areas

Project has to be relevant to at least one of the priority areas as defined in the *Small actions* page. Please mark the priority area(s) applicable for your project.

Objectives

Please state affirmative artistic and social values that shall be achieved by the realization of the project.

BUDGET

Subsidies will be given for particular and clearly listed costs. It is therefore necessary to present the entire budget plan of your project: please state all costs expected to occur during the realization of the project.

A. Production costs

Please state all costs regarding the producing of your project: items or goods, which you will purchase or rent; renting of a rehearsing / performing space; renting of technical equipment, renting of a transportation vehicle (bus, truck...); services provided by diverse companies: printing costs, music studio, etc.

B. Organization/administration costs

Organization/administration costs are expenses which the organizer bears while organizing the project, for example office rental and maintenance; running costs; local transportation etc.

C. Fees and copyrights

Please state all the honorary payments that will be made through a contract or a receipt, for example: translation costs, designer's fees, actors' fees, accountant's fees, tailor's fees etc. Copyright costs also belongs here.

Don't forget to count in the compulsory taxes!

D. Mobility costs

Here you can present: travel costs; accommodation; per diem; local transportation for persons out of station (in another town or country); etc. Visa expenses, health insurance, airport fees etc. also belong here.

E. Other costs

In this section please present the promotional costs (advertising in newspapers and other media, production of a radio or TV clip, website related expenses), representational costs (catering, refreshments, cocktail) and other project specific costs.

FINANCIAL PLAN

The Financial plan shows how you intend to provide finances to cover the costs listed in the budget.

In accordance with its principles of partnership and sustainability the Swiss Cultural Programme shall not be the only donor to a project. It is thus necessary that support from other sources is obtained. Contributions of the organizer, monetary or in-kind are also recognized as additional funding.

Subsidies requested/granted from

State other foundations, institutional funds, corporations and sponsors that were addressed for support.

R / G

If the application is waiting for an answer, please tick the **Requested** square (R); if it is already approved, please tick the **Granted** square (G).

Item No. (A.1, B.3...)

This column is a place to show the financial request address to a particular source. In order to make it simple you should cite the Item No. (A.1, B.3...) of the items as listed in the Budget.

In the last column you should state the amount requested/granted from a particular financial source. All the amounts should be presented in **CHF** (Swiss Francs).

Contribution by the organizer

The costs that are covered by the organizer/project partners (meaning yourself!) should be stated here.

Amount asked from SCP local office Tirana

Please define not only the amount requested, but also the corresponding Budget items (A.1, B.3...). Applications which do not provide information about the purpose of the requested contribution can not be considered.

The total amount of the Financial Plan should match the total of the Budget.