



Swiss  
**Cultural Fund**  
Albania

# **3<sup>rd</sup> Regional Grants Call**

## **“Design and implementation of an Art Residency Program”**

Application Guidelines



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Agency for Development  
and Cooperation SDC



Center for Business  
Technology and Leadership

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# 1. Description

## 1.1 Background

In the context of empowering cross-border dialogue and enhancing intercultural understanding through arts in the Western Balkans, Swiss Cultural Fund in Albania invites local and regional cultural organizations to submit proposals for the design and implementation of an **Art Residency Program** that emphasizes this aspect.

The mission of the fund is to bring together a group of talented artists from different backgrounds and countries of the region and offer them the space, time and context to produce art works that explore and comprehend relationships and coexistence despite political discordance.

## 1.2 Eligibility

Applications are welcome from cultural organizations from Albania or the region, with proven experience in organizing, managing or being partners in previous art residency programs.

Individual artists, informal groups, public institutions and organizations outside the scope of culture, are not eligible to apply.

The applicant team should be comprised of:

- Expert with proven project managing skills and experience in the cultural field
- Expert with proven experience as art curator or art manager
- Experts with a thorough knowledge of art, communication and publishing
- Partners from other countries of the region are considered an advantage

The applicant is required to prove the ability to attract and include artists from at least 3 (three) countries of the region, preferably through collaboration with partner organizations from said region<sup>1</sup>.

# 2. Requirements and Expectations

## 2.1 Technical requirements

The Art Residency Program Proposal should fulfill to the following requirements:

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<sup>1</sup> Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia,

1. Field of Interest: Cross-cultural dialogue in Art through the exploration of common and different social issues.
2. Proposed location: Albania.
3. Proposed duration of the residency: Between 2 and 4 weeks.
4. Timeframe of implementation: May-October 2020. The project must be fully implemented before October 30<sup>th</sup> 2020.
5. Disciplines
  - Visual Arts (film, photography, audio-visual)
  - Performing arts (theatre, dance)
  - Music
6. Number of artists resident at one time: 6 – 10
7. Participant's Age group: 25-35 Years
8. Regional participation in the program: At least three countries from the region including Albania. The eligible countries are Albania, North Macedonia, Kosovo, Serbia, Montenegro, Bosnia and Herzegovina

## **2.2 Expectations from the implementing partner**

The implementing organization selected from this call is expected to plan, implement and document the whole residency program by making sure to fulfil all the following steps:

1. Propose and arrange an inspiring location for the residency program. A location that inspires creativity and fosters collaboration. A location that is attractive to targeted artists.
2. Select 6 to 10 artists that comply with the criteria mentioned in the technical requirements. It is important to guarantee representation from at least 3 (three) countries.
3. Provide travel, and full-board accommodation for the resident artists.
4. Provide working space, tools and materials for the participants.
5. Provide a detailed schedule for the whole residency duration.
6. Organize presentations and classes in studio with guest artists, local artists or visitors from related fields.
7. Mentor, supervise and assist the participating artists in creating relevant work.
8. Create and implement an original communication strategy that will attract public attention:

- An inspiring name for the program
  - A cutting edge visual identity
  - An efficient communication campaign through web and social media channels
9. Organize a final exhibition of the program's results, open to public.
  10. Document the program through quality photography, video, web and writing.
  11. Publish a final brochure of the program's results.
  12. Establish a mailing list that will help the participant artists keep in touch with the organization and with each other in the future.
  13. Maintain frequent communication with the Swiss Cultural Fund in Albania through updates and reports.

### 3. Financial proposal

The following costs should be part of the budget proposal

1	Lodging
1.1	Travel
1.2	Travel Insurance
1.3	Accommodation
1.4	Food
1.5	Per diem fees (if applicable)
	Add more if necessary...
2	Infrastructure
2.1	Workspace rent (if applicable)
2.2	Consumable tools and materials

2.3	Side event logistics (if applicable)
	Add more if necessary...
3	Final Event
3.1	Logistics and related expenses
3.2	Space (if applicable)
	Add more if necessary...
4	Fees
4.1	Project expert fees
4.2	Fees for artists, speakers/mentors (if applicable)
	Add more if necessary...
5	Visibility
5.1	Documentation through video and/or photography
5.2	Publication (if applicable)
5.3	Design, web and social media
	Add more if necessary...
6	Administrative and Miscellaneous
	Add if necessary...

Please note that VAT is not an eligible expense and should be covered by other means of finance.

**Maximum grant-request to SCFA is 3,000,000 LEK.**

## 4. Submission

### 4.1 Required documents

Each applicant should submit the following documents:

1. A detailed description of the proposal, including but not limited to:
  - a) Title of the proposed residency program
  - b) Duration and estimate of project starting and ending dates
  - c) Number of suggested artists, names, nationality and respective bios in a separate document annex
  - d) Proposed location(s)
  - e) Proposed list of activities including description of each activity, schedule and responsible experts.
  - f) Proposed guests, speakers, mentors, etc.
  - g) An explanation of the three initial steps to be taken immediately after being granted support by the SCFA.
  - h) A realistic list of expected results
  - i) A list of possible risks and their mitigation
2. A tentative timeline of the project implementation
3. Financial offer according to the aforementioned specifications
4. Resumes of the experts included in the project
5. Statements of availability from the project experts
6. Legal documents that prove the registration of the organization in the country of origin.
7. Proof of competence and previous experience in relevant activities.

### 4.2 Technical specifications

All submission documents must be converted to PDF and preferably sent by regular email attachment.

Please avoid using Wetransfer or any file-transferring service with expiration time.

If you must use file-sharing platforms, such as Google Drive or Dropbox, you must make sure that files are uploaded before the expiration deadline and provide free access for the SCFA team.

#### 4.4 Address and deadline

Please submit your application at the email adress:

[info@swissculturalfund.al](mailto:info@swissculturalfund.al)

Before the date:

April 1<sup>st</sup> 2020, 24:00 (CET)

### 5. Selection criteria

The winning bid will be selected by an evaluation committee of experts composed of a representative from SCFA, Swiss Embassy and an independent expert, based on the following criteria:

- Administrative check
- Background of the applicant
- Quality and relevance of the proposal
- Cost effectiveness
- Time effectiveness

### 6. Selection results

The selection results will be communicated by email and published on the SCFA website by May 1<sup>st</sup> 2020.

### 7. Questions and answers

In case of uncertainty, please do not hesitate to contact [info@swissculturalfund.al](mailto:info@swissculturalfund.al) no later than **March 20<sup>th</sup> 2020**.

Please note that answers will be provided in a shared Q&A format, no later than **March 25<sup>th</sup> 2020**.