

GUIDELINES FOR APPLICANTS

6th Call – Local Grants Program

Please read these Guidelines before filling your application.

Kindly note that proposals that do not meet all the criteria and conditions will not be considered. In instance of unclarity please send your questions to info@swissculturalfund.al before submitting your application.

1. Important Deadlines

- This call is open from **23 January 2020** until **1 April 2020** at 24:00.
- The deadline for submitting questions in writing at info@swissculturalfund.al is **20 March 2020 at 12:00**.
- Maximum duration of Projects is up to **5 months**. All projects must be fully implemented before October 15th 2020.

2. Who can and cannot apply?

Project proposals for this call have to be designed and implemented by emerging independent artists or cultural entities. Applicants can be artists, activists, formal and informal groups and independent cultural organisations, networks, foundations and/or associations. Local Grants are available for applicants from Albania. **Please note that applications for coverage of travel and lodging expenses outside of Albania (such as participation in activities) will not be taken into consideration.**

3. What kind of projects?

Local Grant Projects (LGP-s) are innovative, original and socially relevant contemporary arts and culture projects. LGPs can be of local, national or regional scope, but it is obligatory to have some activities and events taking place in Albania. Additional activities that take place in the wider region/Balkans, if they contribute reasonably to the project objectives, may also be part of the project.

All Project Proposals for this call should address one of the below Thematic Areas:

Thematic Area 1. Culture outside of the capital.

Access to culture has been often seen as a privilege of the people who live in the capital. This affects local artists and audiences in smaller cities. In the long term, the centralization of the cultural scene might contribute to unequal development. By supporting cultural projects outside of Tirana, the Swiss Cultural Fund aims to contribute in the decentralization of the cultural scene.

This area of the call is open for proposals of artistic and cultural projects taking place in cities, towns or natural spots outside of Tirana.

Locations: Albania, excluding Tirana.

Theme's objectives:

- Enacting and supporting the cultural scene in cities, towns or communities outside of tirana.
- Bringing art and culture to the attention of local audiences.
- Promoting inclusiveness of young people from the local communities.

- Attracting the attention of audiences from other cities and Tirana.

This call accepts proposals from independent artists, curators or cultural organizations with documented previous cultural activity in towns and cities outside of Tirana. It is not mandatory for the implementers to be residents or originating from said localities.

Eligible applicants must demonstrate that they have previous experience, extended knowledge and community connections on the location where the project is proposed to be implemented.

Applicants are required to describe:

- A detailed description of their project.
- Explanation on how the project is relevant to the theme and how it meets its objectives.
- An actual work plan.
- Bio and portfolio of works of all involved artists and project members.
- Details about the final event where the project results will be presented to the public and partners.

Thematic Area 2. Focus on the environment

Artists as active citizens and cultural organizations have the power to promote positive change on critical causes, such as the environment.

However their engagement is tangled with complex logistical issues and lack of resources.

By supporting cultural projects with a focus on the environment, the SCFA aims to encourage artists in engaging in cultural activism, with an impact outside of the cultural sphere.

This area of the call is open for proposals of artistic and cultural projects that utilize art and culture as means of addressing environmental issues.

Supported project types:

- Production of visual Arts (photography, video, mixed media)
- Music (ie. awareness concerts)
- Documentary films
- Public performances
- Public art installations

Locations: Cities, towns, villages or natural landmarks outside of Tirana. Proposals based in Tirana will only be considered if their main area of impact is online or in the mass media - or if the specific production requirements cannot be met in other locations.

Theme's Objectives:

- Engaging artists as active citizens
- Generating awareness on critical environmental issues through art and culture
- Promoting the important connection between humans and nature in creative and inspiring ways.
- Disseminating the project's results in wide audiences
- Integrating art in the context of cultural activism campaigns

This call accepts proposals from independent artists or cultural organizations with focus or previous engagement on environmental issues.

Eligible applicants must demonstrate that they have extended knowledge of local and global environmental hot topics. Applicants with previous background in cultural activism on environmental issues are encouraged to apply.

Applicants are required to provide:

- A detailed description of their project and the intended location.

- Explanation on how the project is relevant to the theme and how it meets its objectives.
- In the case of documentary film proposals, a detailed synopsis, a list of interviewed people and a technical summary (duration, technique) are required.
- In the case of public performance, the applicant must present more than one realistic proposal for the space, emphasizing on how the rights to perform the activity on said space will be obtained.
- In the case of public art installation, the applicant must describe the expected lifetime of the proposed structure or intervention. The applicant must obtain and show endorsement or permission from property owners or public administration for temporary or permanent construction of the structure.
- An actual work plan.
- Bio and portfolio of works of all involved artists and project members.
- Details about the final event where the project results will be presented to the public and partners.

Thematic Area 3. Challenging the status-quo

In democratic societies, throughout history, artists have raised the voice and have often been heard on the necessity of social change.

Social change needs imagination, and nothing better than arts and culture can enrich this imagination. Considering that art and culture attracts and inspires wide audiences, through this call the SCFA aims to support projects that potential impact beyond the cultural sector.

This area of the call is open for proposals of artistic and cultural projects that utilize art and culture as means of raising questions and critical thought on issues related to democracy, activism, freedom of speech and social justice.

Supported project types:

- Carnivals, Public performances
- Street art production
- Production of parody (graphic or video)
- Design and production of graphic artworks (critical posters, postcards)

Locations: Outside of Tirana. Proposals based in Tirana will only be considered if their main area of impact is online or in the mass media or if the specific production requirements cannot be met in other locations.

Theme's objectives:

- Engaging artists and young people as active citizens
- Promoting the importance of freedom of expression
- Inspiring critical thought among young audiences
- Promoting positive social change through art and culture
- Disseminate the project's results in wide audiences

This call encourages proposals from independent artists or cultural organizations with focus or previous engagement in cultural activism.

Eligible applicants must demonstrate that they have extended knowledge of local and global social issues. Artists with a portfolio of previous works themed on social issues are encouraged to apply.

Applicants are required to provide:

- A detailed description of their project and the intended location.
- Explanation on how the project is relevant to the theme and how it meets its objectives.
- Information on how the project will be disseminated to the audience.

- In the case of public performance or street art, the applicant must present more than one realistic proposal for the space, emphasizing on how the rights to perform the activity on said space will be obtained.

- An actual work plan.
- Bio and portfolio of works of all involved artists and project members.
- Details about the final event where the project results will be presented to the public and partners.

Thematic Area 4. Stories from the collective memory

Albanian culture has faced rapid changes throughout the last thirty years. However, instead of acting as a process of cultural enrichment, this change has been seen by many as merely cultural replacement. This sense of replacement is often the source of misconception and alienation between new and previous generations.

By supporting projects that emphasize on collective memory, we hope to build bridges that cross the generation gap and promote common youth ideals and cultural continuity.

By supporting projects around this theme, the SCFA aims to motivate Albanian artists to delve deeper into Albanian life and bring to surface a variety of original stories from our past.

This area of the call is open for proposals of artistic and cultural projects that explore intriguing aspects of life throughout recent Albanian history by means of first-hand witness.

Supported project types:

- Documentary films
- Photography
- Literature

Locations: Albania.

Theme's Objectives:

- Offering a panorama of modern Albanian history, from the perspective of people who have lived through it and are able to provide first-hand witness.
- Exposing alternative visions of everyday life before the fall of communism or during early nineties, different from conventional depiction of mass media and propaganda.
- Exposing stories that emphasize how Albanian youth has sought freedom even under strict surveillance and how the feeling of belonging to Europe has survived through deep isolation
- Strengthening collective memory of life in Albanian cities as a tool that fosters cultural continuity.

This call encourages proposals from independent artists, film producers or researchers.

Eligible applicants must demonstrate that they have carried out preliminary research and have a clear vision on adapting this research into one of the above-mentioned forms.

Applicants are required to provide:

- A detailed description of their project and the intended location.
- Explanation on how the project is relevant to the theme and how it meets its objectives.
- Information on how the project will be disseminated to the audience.
- In the case of documentary film proposals, a detailed synopsis, a list of interviewed people and a technical summary (duration, technique) are required.
- An actual work plan.
- Bio and portfolio of works of all involved artists and project members.
- Details about the final event where the project results will be presented to the public and partners.
- In the case of photography proposals, only proposals that consist in original photography will be accepted.

Thematic Area 5. Albanian design

Design is among the most prolific sectors of economy with impact on individuals and small business. While Albania has a new generation of talented graphic, fashion, architectural and interior designers, their work is barely promoted beyond their own personal efforts.

By supporting projects around this theme, the SCFA aims to enable young Albanian designers to advance their skills, free from intervention and investor restrictions and promote their work in tangible forms.

This area of the call is open for proposals of design projects that feature young Albanian designers as centerpiece of functional production of working prototypes.

Supported project types:

- Graphic design (design and production of original print posters)
- Creation of original typography
- Furniture and lighting design and prototype production
- Fashion design
- Small scale architectural pavilion or intervention (small exhibition space, library kiosk, rain shelter, ramps in inaccessible spaces, small interventions for children safety etc.)

Locations: Albania

Theme's objectives:

- Advancing local taste and aesthetics in everyday life objects and spaces
- Promoting better alternatives to imported and mass-produced objects, garments and furniture
- Strengthening the role of the designer as a new but important link in the production chain of communication, fashion and production.
- Manifesting young design achievements through tangible and fully functional prototypes.
- Promoting sustainable, environmentally-friendly and economic solutions to design challenges
- Strengthening the role of design in accessibility and inclusiveness

This call encourages proposals from independent or groups of graphic designers, product designers, interior designers or young architects. We encourage young graduates from architecture and design schools to apply.

Eligible applicants must demonstrate a high quality portfolio of previous work related to the proposal with an original vision that draws the best from international experience and enriches it with local context.

Applicants are required to provide:

- A detailed description of their project and the intended locations.
- Explanation on how the project is relevant to the theme and how it meets its objectives.
- In the case of graphic design and typography:
 - A high quality portfolio of previous works (online or pdf)
 - Detailed technical information of print or digital formats
 - Three sample works and mock-ups that represent the final results
 - Detailed information on how the end-results will be exhibited and further distributed
- In the case of furniture and lighting design
 - Preliminary sketches, renders or blueprints of the finished prototypes
 - A description of the production process, materials and techniques to be used and the partners involved in production.
 - Examples of previous similar works designed and implemented by designer and partners.

- Information on how the end-products will be exhibited and how they will be further advanced.
- While not mandatory, we would encourage applicants who endorse to donate the final prototypes to public schools, libraries, or communities in need outside of Tirana.
- In the case of fashion design
 - Preliminary drawings of the finished garments or accessories.
 - A description of the production process, materials and techniques to be used and the partners involved in production.
 - Examples of previous similar works designed and implemented by designer and partners.
 - Information on how the end-products will be exhibited and how they will be further marketed.
- In the case of small scale architectural pavilion or intervention
 - Preliminary renders and blueprints of the finished result.
 - How the structure or intervention will be used and what public benefits it will bring to the community.
 - How accessible and inclusive it will be.
 - Expected lifetime of the proposed structure or intervention.
 - Endorsement or permission from property owners or public administration for temporary or permanent construction of the structure.
 - Detailed information of the materials and tools to be used.
 - A construction timeline and costs.
 - Description of what sustainable materials will be used.

Thematic Area 6. Cultural heritage

This area of the call is open for proposals of cultural projects that research and document the work tools used in Albanian traditional crafts, weaving, cloth-making, agriculture and food-production practices.

Supported project types:

- Publishing
- Online mapping and documentation
- Photography

Locations: Albania, excluding Tirana

Objectives:

- Documenting tools, systems and work practices that are no longer common under modern technology.
- Preserving traditional craft or food-production practices
- Presenting audiences with risked tangible and intangible cultural heritage assets.

This call encourages proposals from independent researchers, historians, artists and curators. Please kindly note that proposals related to traditional architecture, vernacular buildings or cultural heritage sites will not be considered.

Eligible applicants must demonstrate that they have carried out preliminary research and have a clear vision on adapting this research into one of the above-mentioned forms. It is mandatory for this grant that the results of the proposed project be shared with a wide audience. Please note that proposals that consist solely in workshops, seminars, brochures or other small-audience practices may not be considered.

Applicants are required to provide:

- A detailed description of their project and the intended locations.
- Explanation on how the project is relevant to the theme and how it meets its objectives.

- Information on how the project will be disseminated to the audience.
- An actual work plan.
- Bio and portfolio of works of all involved experts.
- Details about the final event where the project results will be presented to the public and partners.
- In the case of photography proposals, only proposals that consist in original photography and plan to distribute photographs with a broad audience through web or media will be accepted.

4. Evaluation Criteria

The main criteria for evaluating the proposed projects are as follows:

- Compatibility of the project proposal with the Topic of the call;
- How the proposal meets the theme's objectives
- Applicant's implementation/management capacity
- Budget efficiency.

5. Exclusion Criteria

- An applicant can submit only one project idea at a time.
- If the same applicant is included in two or more project proposals, all such proposals will be disqualified in their entirety, without prior notice.
- Applications which request more than the maximum possible grant-amount are automatically disqualified.
- Applications with unreasonably high or low budget proposals will be excluded.
- For topic-specific exclusion criteria, please refer to paragraph 3 of this document.

6. What types of costs are eligible?

The following costs are considered eligible and they should be presented as follows:

- —in the budget section A. Production Costs - any material costs and services for direct realization of the project (including materials, printing costs, rent of venue, rent of equipment etc.);
- —in B. Fees and Copyrights - fees for project-participants involved in the project-realization (e.g. fees for artists, artist's exhibition fee etc.);
- —in C. Administrative/Organizational Costs – all organizational costs (travel costs, bank charges, etc.) and for organizations only – some administrative costs (fees of the management project, partial office and running costs, accounting, etc.);
- in D. Other Costs – other costs that are not included in the previous sections (e.g. monitoring costs, project-review costs, etc.).
- Please note that VAT is not an eligible expense and should be covered by other means of finance.
- Maximum grant-request to SCFA is 1,000,000 LEK for all applicants.

7. Submission of Applications

Project ideas for Local Grants Art Projects are to be submitted by the applicant in the LGPs application template in English or Albanian language. The application form will be available on our website.

Applicants should submit the following documents:

- The Application Form;
- Resume of Main Artist(s).
- Links to Portfolio of works (in the application form)
- Theme-specific requirements (please refer to paragraph 3).

8. Selection of Applications

- SCFA Project Team will internally review the proposed Projects for eligibility.
- A Steering Committee composed of Representatives from the Swiss Embassy in Tirana, one representative from the SFCA Project Team, and external experts in the field will be the final decision body to select project ideas that will be awarded funds.
- The list of selected projects will be published on SCFA website.

9. The right to Complain

The applicant has the right to file a complaint, which must be made no later than five calendar days from the date of dispatch of information through written notice from SCFA or publication of the list of selected projects on the official website of SCFA and should clearly describe the problem/complaint base. The complaint must be made directly by the applicant and not by his or her legal representative or mediator to our email address info@swissculturalfund.al. SCFA will provide an answer to the complainant no later than 15 days from the deadline set for filing the appeal.