

GUIDELINES FOR APPLICANTS

Open call for the design and implementation of virtual tours of cultural sites

Please read these Guidelines before filling your application.

1. Important deadlines

- This call is open from **1 October 2020** until **22 October 2020** at 24:00.
- The deadline for submitting questions in writing at info@swissculturalfund.al is **10 October 2020**.
- The answers of all the submitted questions will be published collectively by **12 October 2020**. Please kindly note that, in the framework of SCFA regulation, you will not receive private answers by email before this date.
- The selected project will be published by **2 November 2020**.
- Maximum duration of Projects is up to **21 Days**. The project must be fully implemented before **15 December 2020**.

2. Who can apply?

This call is available only to applicants from Albania, who meet the requirements mentioned in the terms of reference. Please note that applications from state institutions will not be accepted.

3. Terms of reference

Throughout the lockdown of COVID-19 pandemic, public access to culture has been undermined by several restrictions. In a similar context, technology can prove useful in enabling audiences to virtually reach art exhibitions, cultural and archaeological sites, museums, and a lot more.

For this reason, the Swiss Cultural Fund is launching an open call for proposals for the design, implementation and publication of a virtual tour of any of the following:

- Objects or sites with cultural value, at risk of destruction or transformation;
- Objects or sites of cultural heritage or of architectural importance;
- Objekte ose vende të trashëgimisë kulturore ose të rëndësisë arkeologjike;
- Permanent or temporary art exhibitions;
- Museums or art galleries.

The virtual tour must take advantage of current technologies in 360o photography and web interaction.

This call accepts proposals from individuals or organizations who:

- Are able to prove excellent knowledge on the subject of their proposal;

Një projekt i Agjencisë Zvicerane
për Zhvillim dhe bashkëpunim SDC



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Agjencia Zvicerane për Zhvillim
dhe Bashkëpunim SDC

Zbatuar nga:

CBTL | Center for Business
Technology and Leadership

- Prove that they can collaborate with and manage experts in 360° photography and the necessary web technology.

Applicants are required to submit:

- The completed application form;
- As necessary: permission or collaboration endorsement between the implementor and the owner of the object(s) subject of photography and publication. In the case of art works protected by copyright, the applicant must obtain the necessary permissions from the respective authors.
- CVs and portfolios for all the team members, focusing on their experience with culture or technology.

Applicants are encouraged to consider more than one subject for the virtual tour design.

4. Evaluation criteria

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

- Quality of application concept 30%
- Clarity and detail of project implementation steps on time and budget 30%
- Implementing and management capacity of the applicant 25%.
- Budget efficiency 15%

5. Exclusion criteria

- Applications which request more than the maximum possible grant-amount will not be considered.
- Applications with unreasonably high or low budget proposals will be excluded.

6. What kind of expenses are reimbursable?

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 implementation;
- 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 2,200,000 LEK.**

7. Submission of Applications

Project ideas for this call must be submitted by the applicant on the application form in Albanian or English. The application form will be available on our website.

Applicants must submit to info@swissculturalfund.al all the materials mentioned in paragraph 3.

8. Selection of applications

- SCFA project team will internally review the proposed Projects for eligibility.
- An independent steering committee will be the final decision body to select the proposal that will be awarded a grant.
- The selected project 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.