



Swiss
Cultural Fund
Albania

GUIDELINES FOR APPLICANTS

Regional Grants Program | 1st Call

Cross-border Dialogue in Arts

Please read the Guidelines carefully before submitting your proposal.

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

1. Important Deadlines

- This call is open from **22 October 2018** until **5 January 2019** at 00:00.
- The deadline for submitting questions in writing at info@swissculturalfund.al is **12 November 2018 at 12:00**.

2. Why this call?

In the context of empowering **cross-border dialogue** and to enhance 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 create collaborative art that explores and comprehends relationships and coexistence regardless of political tensions.

3. Who can and cannot apply?

Applications are welcome from residency organizations as well as organizations, institutions and groups working on new residency initiatives in the field of the arts and culture.

Individual artists and other stakeholders are not eligible to apply.

Cultural organizations or art institutions from Albania or the region, with proven experience in organizing, managing or being part of previous residency programs.

The applicant teams 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



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC

CBTL | Center for Business
Technology and Leadership

The applicant organization must prove ability to attract and include artists from at least 3 (three) countries of the region (Albania, Macedonia, Kosovo, Serbia, Montenegro, Bosnia and Herzegovina).

4. Technical Requirements for Art Residency Proposals

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

- **Field of Interest: Cross-cultural dialogue in Art** through the exploration of common traditions, social issues or the imagination of a possible future.
- **Proposed location:** Preferably Berat, Shkodër, Gjirokaster, Korçë or Tirana.
- **Proposed duration of the residency:** Between 2 and 4 weeks.
- **Disciplines:** Visual Arts (photography, painting, sculpture, multimedia)
- **Number of artists resident at one time:** 6 – 10
- **Participant's Age group:** 25-35 Years
- **Regional participation in the program:** At least three countries from the region including Albania. The eligible countries are Albania, Macedonia, Kosovo, Serbia, Montenegro, Bosnia and Herzegovina

5. Expectations from the implementing organization

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

- 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.
- Create an original communication strategy that will attract quality submissions through:
 - An inspiring name for the program
 - A cutting edge visual identity
 - An efficient communication campaign through web and social media channels
- Write, plan and publish a detailed open call for Artist in Residence, targeted through web, email and social media, to artists in all the aforementioned countries.
- 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.
- Provide travel, and full-board accommodation for the resident artists.
- Provide working space, tools and materials for the participants.
- Provide a detailed schedule for the whole residency duration.
- Organize presentations and classes in studio with guest artists, local artists or visitors from related fields.
- Organize and lead small collaborative workshops throughout the duration of the program.
- Mentor, supervise and assist the participating artists in creating relevant work.
- Organize a final exhibition of the program's results, open to public.
- Document the program through quality photography, video, web and writing.
- Publish a final brochure of the program's results.
- Establish a mailing list that will help the participant artists keep in touch with the organization and with each other in the future.
- Maintain frequent communication with the Swiss Cultural Fund in Albania through updates and reports.

6. Financial Proposal

The following costs should be part of the budget proposal

- Travel
- Accommodation

- Food
- Workspace
- Tools and materials
- Expert fees
- Fees for guest speakers/mentors/artists (if applicable)
- Facilitator/ moderator for the Residency (if applicable)
- Publishing short articles in local, national media and social media
- Preparation of a short video documentary on the project (5- 10 minutes)
- Design, web, photography, publishing, media and documentation costs
- Side event logistics (possible secondary venues)
- Management fees
- Prices for artists
- Per diem artists
- Preparation and Final exhibition event

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.

7. Submission of Applications

Each applicant should submit the following documents:

1. A detailed description of the proposal, including but not limited to:
 - Title of the proposed residency program
 - Duration
 - Number of selected artists
 - Proposed location
 - Proposed activities
 - Proposed guests, speakers, mentors, etc.
 - Proposed schedule
 - Expected results
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. Legal documents that prove the registration of the organization in the country of origin.
6. Proof of competence and previous experience in relevant activities.

8. 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
- Quality and originality of the proposal
- Relevance of the proposal with the topic of interest
- Background of the applicant
- Cost effectiveness
- Time effectiveness

9. Timeline

Date/Deadline	Activity
22/Oct/2018	Open 1st Regional Call - Publication on website of SCFA; link on Facebook
12/Nov/2018	Submission of written Questions to info@swissculturalfund.al
22/Nov/2018	Publication of Answers on SCFA Website
05/Jan/2019	Deadline for submission of complete proposals
15/Jan/2019	Evaluation of Submitted Proposals
25/Jan/2019	Negotiations (remain reserved), including interviews (if needed) with the main expert of those bidders that still have a chance to win
31/Jan/2019	Evaluation Decision
02/Feb/2019	Communication on decision to all bidding organizations
09/Feb/2019	Signing of Contract with implementing organization
19/Feb/2019	Tentative Start Date for Regional Project
05/Apr/2019	Tentative End Date