

Swiss Cultural Programme in the Western Balkans – Guidelines and procedures for submitting of Concepts for Regional Cooperation Projects

Goals of the Regional Cooperation Projects

Regional Cooperation Projects aim at promotion of democracy and freedom of expression, to conflict resolution, to intercultural dialogue and respect for minorities. They intend to improve the situation in the region by strengthening cultural life and cross-cultural cooperation as important elements of a participatory, open and dynamic civil society. Regional cooperation projects should be designed to durably strengthen the structures and the context in which they are realised.

The cross-cutting themes of the projects include equity (gender, generations, minorities) and youth, while taking into account good governance principles - accountability, transparency, non-discrimination, participation, and efficiency.

Geographic Focus

The Regional Cooperation Projects should be implemented in at least two of the following focus countries: Albania, Bosnia and Herzegovina, Kosovo, Macedonia, and Serbia. The main applying organisation as well as at least one partner organisation must be registered and operating in the afore-mentioned countries.

Organisations from Montenegro can participate as a partner organisation in a Regional Cooperation Project only if at least two organisations (one lead and one partner organisation) from the two afore-mentioned focus countries are involved. The main applicant cannot be from Montenegro.

Continuous professional development/educational projects, offering training and seminars to students from at least two of the focus countries, can be implemented in only one of the countries mentioned above.

Regional Cooperation Projects may involve additional countries, not mentioned above, however activities and implementing organisations from outside the Programme focus-countries, including Montenegro, cannot receive any funding from the SCP and must therefore seek additional funding from other sources.

Applying Organisations

- Are cultural organisations, networks or associations and can be both from the non-governmental and public sector; partnerships between independent organisations and public sector are encouraged;
- The lead organisation is a cultural organisation¹. Non-cultural organisations can be involved in so far as giving trainings or as a strategic partner in a regional cooperation project; Public

¹ The organization must be a registered as a cultural organisation, or defined as such through organisational statute or other founding documents, and with proven history record of work conducted in the field of culture and arts in the country of registration and/or regionally.

organisations can apply in the capacity of the implementing partner organisation, not as the main applicant.

- Are not private companies and/or profit-making organisations;
- Are existing organisations and therefore have not been created in response to the call for regional cooperation project concepts; have durable links already developed in local / national and/or regional context;
- Have proven experience in carrying out related activities successfully in the past;
- Are motivated to cooperate with other actors in the region;
- Are transparently structured and demonstrate principles of good governance in operation;
- Are experienced in large-size project management, including financial management and grant administration;

Selection Criteria

The following criteria will guide the SCP selection of regional cooperation project concepts (in addition to the fulfilment of all other criteria and conditions mentioned in these guidelines):

Relevance of the proposed project concept - the project can explain clearly why there is a need for intervention in its field and how it plans to make an impact.

Contribution to the main goals of the Swiss Cultural Programme in the Western Balkans.

Contribution to/promotion of the following specific objectives:

- Fostering intercultural dialogue and interethnic cooperation through capacity building, empowerment and promotion of cultural initiatives, organisations and associations/networks;
- Emphasising the role of the arts and culture in social development processes and facilitating the related integration processes in the countries involved;
- Offering innovative approach(es) and diversified cultural services and products;
- Contributing to the development and promotion of culture and the arts in the field in which they are operating.

Innovation: The project concept explains in what way the project introduces innovation in the field it intends to be active in;

Outreach: The concept explains clearly how the project and the involved organisations intend to reach as broad a public/audience as possible;

Participation: The concept explains in which ways the project guarantees accessibility and non-discrimination, both within its organisational structure as well as in its planned activities (i.e. cultural background of the teams involved in the project, mechanisms for fostering participation and balanced representation of different cultural communities, minorities, as well as of generations and gender);

Partnership: The concept allows for an assessment of quality and nature of the partnership between the different organisations involved in the regional cooperation project concept;

Sustainability: The concept explains how the planned intervention will create impact, and how the effects of concrete activities and/or its idea will outlast the duration of the project submitted to SCP;

Methodology design of project implementation;

Proven **professional experience and expertise** of the implementing partners.

Involvement of other donors: the concept indicates the sources of co-funding it intends to mobilize.

Exclusion Criteria

Concepts will not be pre-selected for further development into full project proposals if they:

- Do not comply with the objectives and selection criteria of the Regional Cooperation Projects;
- Do not show the need for proposed intervention;
- Consist only of single initiatives and/or events (only production and/or publishing costs, annual or bi-annual events, happenings and festivals, etc);
- Are designed as co-financing of existing work
- Are intended for profit-making.

Possible project themes and disciplines

- Development of cities and rural regions through cultural instruments;
- Continuous professional development in culture and the arts (cultural management, artistic expression);
- Organisational development of cultural institutions and networks;
- [...]

Note: This list of themes is not exhaustive. The Regional Cooperation Projects might address additional themes, not mentioned above.

All art disciplines (visual arts, theatre, literature, music), including cultural policies and cultural management, and/or combination of two or more of the mentioned disciplines/fields are eligible for funding.

Non-priority areas

The following fields/areas are not considered a priority for the Swiss Cultural Programme:

Cultural Heritage; Folklore; Folk music; Feature films; Ethnography and Cultural Anthropology; Translation and Publishing; Support to Libraries; Reconstruction/refurbishing of cultural institutions/centres.

Financial Conditions

Projects can benefit from financial support by SCP amounting to a maximum of CHF 300,000 for a two-year duration.

Co-financing (through additional fundraising and in-kind contribution) of the Regional Cooperation Projects by the implementing organisations is obligatory. This additional fundraising should amount to at least 25% of the overall project budget. In-kind contributions are accepted yet monetary co-financing grants from other foundations, funding organisations, donor agencies, and/or respective national sources (budgets from local authorities, ministries etc) are mandatory.

For public organisations involved in a regional cooperation project, their own contribution for related project activities of minimum 30% (in-kind and/or monetary) is a must.

All co-financing contributions have to be shown accordingly in the concept format. The level of co-funding may positively influence the possibilities to be selected.

Overhead costs must be in balance with the activities planned and should not exceed 40% of the overall project budget. No salaries or fees will be paid to public/civil servants, employees of public administration.

Other Conditions

The lead organisation (main applicant) is responsible for submitting the concept to the SCP and for coordination with the other partner organisations. In the implementation stage, the lead organisation is in charge of the overall project coordination and administration, as well as for reporting to the SCP.

An organisation can take part in a maximum of two concepts for a Regional Cooperation Project per call and only in one of them as the lead organisation. In case of being pre-selected in both, respective partners should be aware that one organisation cannot receive dual funding.

An organisation is not eligible for funding through this call if it is currently funded within the frames of an ongoing SCP-funded and cooperation project, yet is not excluded from taking part in the new regional cooperation project under the precondition this is financed from other sources than SCP.

Duration

The maximum duration of a project is TWO years.

Process

1. Concept Submission

Applicants submit concepts for Regional Cooperation Projects, according to the objectives, criteria and conditions described above. The project-description should be short (three pages maximum without annexes).

Concepts for Regional Cooperation Projects are to be submitted in accordance to the template available on the SCP website at www.scp-ba.net or upon email request to the SCP Regional Office in Sarajevo, by electronic mail to rcp@scp-ba.net not later than **Tuesday 15th June, 2010**, at 24:00 hrs.

2. Pre-selection

The SCP Regional Office will review the proposed project concepts based on the criteria and conditions of this call and present them to the SCP Regional Steering Committee. The SCP Regional Steering Committee selects the concepts to be further developed into project proposals. All applicants are informed by the Regional Office and potential awardees will subsequently be provided with templates for a full project proposal.

3. Development and submission of full proposals

Pre-selected applicants can be provided with funds required to support the elaboration of the project proposal (mobility, or preparatory funds). The full project proposals are developed and submitted to the SCP Regional Office by 15th September 2010 (deadline to be confirmed).

4. Decision on awarding

By mid November 2010, the submitted full project proposals will be reviewed by the SCP Regional Steering Committee, which will select those that are to be realised with SCP support.

5. Project start

The awarded Regional Cooperation Projects are expected to start implementation on 1st January 2011.