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| **Application form for financial assistance****for the temporary fiduciary custody and conservational care of cultural property that forms part of the cultural heritage of other states** **Art. 14 para. 1 let. a CPTA** |

**1. Applicant**

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| **Museum or similar institution****Note:** Applicant must be located in Switzerland. |       |
| **Address** |       |
| **Postcode, Town/city** |       |
| **Phone**  |       |
| **email** |       |
| **Website**  |       |
| **Bank details****Note:** The account must be in the name of the applicant institution. Accounts belonging to individuals are not permitted. | Bank:      Address:       |
| IBAN no.:       |
| SWIFT code:       |
| Account number:       |
| Account holder:      Address:       |
| **Remarks** |       |

**2. Project**

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| **2.1. Location of activity****Note:** Financial assistance can only be granted to museums or similar institutions in Switzerland that are active in a significant and recognised manner in the corresponding area **and** conduct their activity based on the deontological rules of the museum profession, for example the ICOM Code of Ethics for Museums (Art. 14 para. 1 let. a CPTA and Art. 11 para. 2 CPTO).  |       |
| **2.2. Content of the project, expected goals/results****Note:** It must concern movable cultural property that is part of the cultural heritage of another state where it is at risk due to exceptional events (e.g. war, natural disasters).  |  **Project description (4-5 sentences):**      |
| **2.3. To what extent does the project contribute to maintaing of the cultural heritage of the other state?**  | **(4-5 sentences):**       |
| **2.4. Project timeframe (Date project begins and ends)****Note:** Applications for financial assistance for the preservation of the cultural heritage of another state must be submitted before conducting the planned project. |       |

**3.**  **Additional support from other federal institutions** (please state whether applications for support have been submitted or already approved by other federal bodies such as e.g. federal offices or state secretariats, including other sections of the Federal Office of Culture).

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**4. Confirmation of consent of the authorities of the other state or that the project is taking place under the auspices of UNESCO or another international organisation for the protection of cultural property** (please obtain the consent of the authorities of the other state or organisation supporting this project and enclose evidence of such). **Note:** The financial assistance cannot be approved without the consent of the other state or unless it takes place under the auspices of UNESCO or another organisation (Art. 14 para. 2 CPTA).

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**5. Total project budget in Swiss francs** (please state the amount required on the basis of a detailed budget for the project financing)

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| **Budget item:**                                    | **Amount:**                                    |

**6. Requested amount in Swiss francs** (please state the requested amount as a percentage of the total project budget; this percentage may not exceed 50% of the total budget, Art. 10 CPTO)

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**7. Financing plan for the remaining amount**

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| **a) Public funds:**                          **b) Private funds:**                          **c) Own funds:**                          |

**8. Documentation** (please state which documents you are submitting)

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**Please submit this form with your documents to the following address:**

Federal Office of Culture (FOC/FDHA), Museums and Collections Section, Specialized body for the International Transfer of Cultural Property, Hallwylstrasse 15, CH-3003 Bern.

**or email them to:**

kgt@bak.admin.ch

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| **NOTA BENE 1: Financial assistance may only be granted as part of the approved credits and may amount to a maximum of 50% of the costs claimed (Art. 10 CPTO).** |

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| **NOTA BENE 2: Financial assistance for fiduciary custody and conservational care is limited to CHF 100,000 per annum (Art. 11 CPTO).**  |

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| Date:……………………...........…………….Signature of applicant:……………………...........……………. |