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| **Application form for financial assistance for projects to maintain**  **the movable cultural heritage of other States Parties to the 1970 UNESCO Convention  art. 14 para. 1 let. b CPTA[[1]](#footnote-1)** |

**Introduction**

The Federal Act on the International Transfer of Cultural Property (CPTA, RS 444.1) and the related ordinance (CPTO, RS 444.11) implement the 1970 and the 2001 UNESCO Conventions into national law. The granting of financial assistance for the preservation of the cultural heritage (art. 14 CPTA) is one of the numerous measures provided for in the CPTA to preserve movable cultural property as the cultural heritage of humanity and to protect it against theft, looting and destruction.

Each year, the Federal Office of Culture (FOC) may grant financial assistance for cultural heritage preservation projects in states that have ratified the 1970 UNESCO Convention (art. 14, para. 1, let. b CPTA).

**The deadlines, the current order of priorities and other information on the annual submission call for applications for financial assistance can be found on the website** [**www.bak.admin.ch/kgt**](http://www.bak.admin.ch/kgt) **> Financial Assistance.**

The specialised service for the international transfer of cultural property ([kgt@bak.admin.ch](mailto:kgt@bak.admin.ch)) is at your disposal to answer your questions.

**1. Applicant**

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| **Surname, first name, institution** |  |
| **Address** |  |
| **Postcode, city** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Website** |  |
| **Bank details**  **Important:** The account must be in the name of the applicant institution.  Accounts of private individuals may not be listed. | Bank:  Address: |
| IBAN No.: |
| SWIFT-Code: |
| Account No.: |
| Account holder:  Address: |
| **Comments** |  |

**2. Project**

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| **2.1 Project type**  **Please tick as appropriate** | Restoration/conservation  Training  Analysis  Database  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.2. Place where the project is carried out**  **Important:** Only projects benefiting cultural heritage in [States Parties to the 1970 UNESCO Convention](https://www.unesco.org/en/legal-affairs/convention-means-prohibiting-and-preventing-illicit-import-export-and-transfer-ownership-cultural?hub=416#item-1) (art. 14 para. 1 b CPTA) are eligible for financial assistance. |  |
| **2.3. Subject of the project, expected goals/results**  **Important:** The project must involve movable cultural property that is part of the States Parties’ cultural heritage (art. 2 para. 1 and 2 CPTA, see also art. 4 1970 UNESCO Convention). |  |
| **2.4. Contribution of the project to the maintenance of the movable cultural heritage of the State Party to the 1970 UNESCO Convention** | **Project description (4-5 sentences):** |
| **2.5. Timeframe of the project (date of the beginning and the end of the project)**  **Important:** Applications for financial assistance for the maintenance of cultural heritage of other States Parties must be submitted before the project is carried out. |  |

**3. Additional support from Swiss Federal Institutions** (please indicate whether you have submitted support requests to Swiss Federal Institutions, including other sections of the Federal Office of Culture, or whether requests have already been approved)

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**4. Total budget in Swiss francs** (please indicate the project budget on the basis of a detailed budget plan for the project funding)

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| **Budget items:** | **Amount:** |

**5. Requested amount in Swiss francs** (please indicate the requested amount in terms of amount and percentage of the general budget)

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**6. Financing plan for the remaining budget**

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

**7. Documentation** (please indicate the documents you are submitting as documentation)

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**8. Activity report and final financial statement**

**Activity report**

Content:

On completion of the project, the applicant must submit a final financial statement and an activity report to the Specialised Body for the International Transfer of Cultural Property of the Federal Office of Culture containing the following information:

* **Executive Summary (1 page)**
* **Details on the following topics:**
* Place where the project was carried out [see no. 2.2 of the application form];
* Subject of the project [see no. 2.3 of the application form];
* Were the expected goals/results achieved? [See no. 2.3 of the application form];
* To what extent does the project contribute to the maintenance of cultural heritage? [See no. 2.4 of the application form];
* Was the project timeframe respected? If not, what were the reasons? [See no. 2.5 of the application form].
* **How would you evaluate the collaboration with the other institutions?**
* **Did any unforeseen/major problems/obstacles arise during the execution of the project?**
* **If applicable, coverage of the project in the media**
* **Photographs of the project**

Language:

The activity report and the final financial statement must be submitted in **English**, **French**,   
**German** or **Italian**.

Format:

The activity report must be submitted as a PDF **and** WORD file.

Length of the report:

The activity report should **not exceed 25 pages**.

**Final financial statement**

The final financial statement contains the original budget and final accounts. Discrepancies between the original budget and final accounts must be disclosed and justified.

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| **NOTA BENE I: Financial assistance is granted by means of a non-recurring flat-rate contribution amounting to a maximum of CHF 100 000 per project (art. 12 CPTO[[2]](#footnote-2)). Financial assistance amounts to a maximum of 50% of the claimed costs (art. 10 CPTO).** |

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| **NOTA BENE II: Cultural property retained, restored or restituted with the aid of financial assistance may not be alienated (art. 14 lit. d CPTO). The application form must be accompanied by a confirmation to this effect.** |

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| **NOTA BENE III: Museums and similar institutions confirm with the signature of this application form that they comply with the ethical rules of the sector, such as the «Code of Ethics for Museums» from ICOM (International Council of Museums ICOM).** |
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| **NOTA BENE IV: By signing this application form, the applicant authorises the Federal Office of Culture to use the images from the activity report in its publications, with acknowledgement of the source.** |

Date:

Signature of applicant :

**Please send this form along with your documentation to the following address:**

Federal Office of Culture (FOC/FDHA), Museums and collection, Specialised Body for the International Transfer of Cultural Property, Hallwylstrasse 15, CH-3003 Bern.

**or via email to:** [kgt@bak.admin.ch](mailto:kgt@bak.admin.ch)

1. Cultural Property Transfer Act. [↑](#footnote-ref-1)
2. Cultural Property Transfer Ordinance. [↑](#footnote-ref-2)