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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)** |

**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](http://www.unesco.org/eri/la/convention.asp?language=E&KO=13039) (art. 14 para. 1 b CPTA) are eligible forfinancial assistance. |       |
| **2.3. Subject of the project, expected goals/results** **Important:** The project must involve movable cultural property that are 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 were already 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. Accountability report and final statement of account**

**Accountability report**

Content:

On completion of the project, the applicant must submit a accountability report and final statement of account 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 adhered to? 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 execution of the project?**
* **If applicable, coverage of the project in the media**
* **Photographs of the project**

Language:

The accountability report and final statement of account must be submitted in **English**, **French**,
**German** or **Italian**.

Format:

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

Length of the report:

The accountability report should not exceed 25 pages.

**Final statement of account**

The final statement of account contains the original budget and final statement of account. Discrepancies between the original budget and final statement of account 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).** |

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

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