



February 2023

Information sheet

Status report on financial assistance for maintenance of moveable cultural heritage

I. Description

The Federal Office of Culture (FOC) can allocate financial assistances for the maintenance of moveable cultural heritage by means of a single payment or payment in up to three instalments during the duration of the project.

Timing and method of payment:

For single payment:

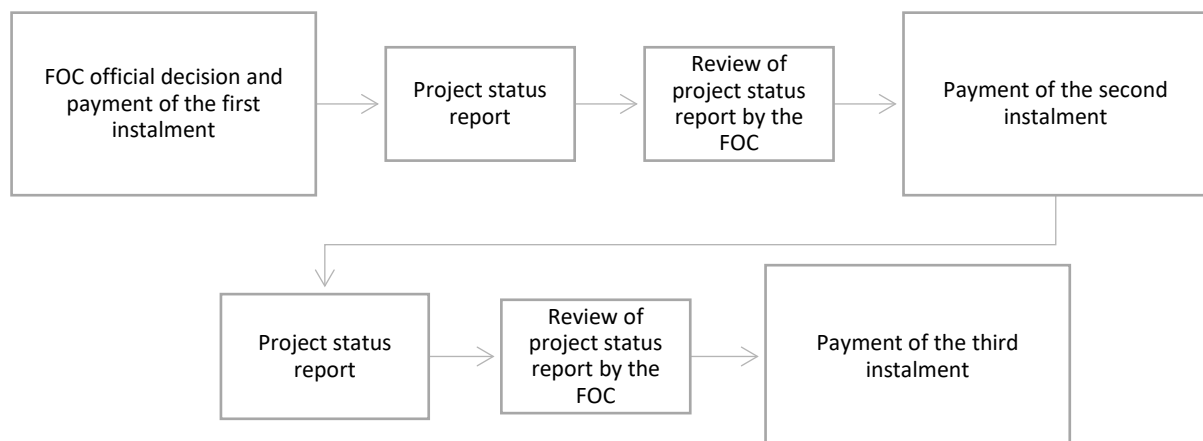
- Payment of the entire amount 30 days after notification of the official decision.

For payment in instalments:

- First instalment 30 days after notification of the official decision,
- Second and third instalments as per payment date(s) given in the official decision.

Depending on the number of instalments, payment of 100%, 50% or 30% of the allocated sum per payment cycle.

If the financial assistance is paid in several instalments, the applicant must submit a status report for each completed stage of the project to the Specialised Body for the International Transfer of Cultural Property at the FOC. The status reports are due on the submission dates given in the official decision.



II. Status report

The status report (maximum of 3 pages including attachments) should contain the following:

- Overview of current status of the project
- Are the schedule and budget plan being adhered to (target/actual comparison)?
- Can the objectives be achieved according to the schedule?
- Were there unforeseen problems and which measures were taken to counter them?
- Outlook to the next steps plus possible adjustments for the further procedure of the project

Format:

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

Language:

The status report must be submitted in English, French, German or Italian.

Please send the status report plus 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 by e-mail to: kgt@bak.admin.ch

For further information:

Federal Office of Culture (FOC/FDHA), Museums and collection, Specialised Body for the International Transfer of Cultural Property, Tel. +41 58 462 03 25, kgt@bak.admin.ch