

CO-CREATION FAQ

Eligibility

➤ What is a “tandem”?

A tandem is made up of two individual artists or collectives who wish to embark on a peer-to-peer creation process. Tandems where the conceptual and organisational leadership is not equally shared between the two partners, are not eligible to apply.

➤ Can three or more partners share the lead on the co-creation project?

No, only a tandem of two partners can share the lead of a project supported by the co-creation grant.

➤ Is it mandatory that one tandem partner is from Switzerland and the other one is from a region covered by the Pro Helvetia liaison offices?

Yes. The liaison office regions cover the Arab region, China, Russia, South America, South Asia, West Africa, Central Africa, East Africa, and Southern Africa. You can find a full list of eligible countries at [this link](#). The tandem partner from Switzerland has to have Swiss nationality or hold permanent residency in Switzerland and must be presenting their work at recognized venues with a cross-regional reach or be visibly active in national networks.

➤ Is the nationality of the tandem partners relevant to the eligibility?

Applicants must be Swiss or permanent residents of Switzerland. Applicants from the liaison offices' regions must be either a citizen or permanent resident of a country of the liaison offices' regions.

➤ Can a tandem partner be a festival or an institution?

No. Tandem partners must be either individual artists or collectives (i.e. companies, groups, etc.).

➤ What cultural fields are supported?

Both tandem partners have to be active in Design, Interactive Media, Literature (including poetry, comics, children or youth literature), Music (including podcasts), Performing Arts, and Visual Arts (including Architecture and Photography). Projects between different artistic disciplines are also eligible.

➤ Neither of the tandem partners has participated in a residency or research trip supported by Pro Helvetia in the past. Are we still eligible to apply?

If neither of the tandem partners has participated in a residency or a research trip in the past, tandems are eligible to apply only if they can present a compelling track record of previous collaborations with each other in Switzerland and/or in the liaison office regions (at least 2-3 projects).

- **Our co-creation project is already underway or lies in the past. Do you grant retroactive contributions for such projects?**

No, at the point of submission, the starting date of the project must lie in the future.

- **Our project is part of a school or university curriculum/basic training or continuing education programme (including dissertations, diploma projects, university scholarships, etc.). Are we still eligible to apply?**

No, educational projects are not eligible to receive funding from Pro Helvetia.

- **Our project is already funded by Pro Helvetia or another Swiss federal body. Are we eligible to apply?**

No. Unfortunately, projects funded by Pro Helvetia or another Swiss federal body are not eligible to apply.

Contribution

- **Which period does the co-creation grant cover?**

The co-creation process can be supported for a maximum duration of up to 15 months.

- **Do projects have to produce visible outcomes? (e.g. a production or a public presentation)?**

Yes, after the completion of the co-creation process, tandems are expected to present outcomes. However, Pro Helvetia supports open-ended and process-oriented co-creation projects – thus formats of planned presentations may vary from work-in-progress public presentations to a presentation with an external partner in the framework of its programming (i.e. museum, festival, etc). Hence, the outcome can also be a documentation of the process.

Application process and budget

- **Is there an application deadline?**

There is no application deadline. Applications can be submitted on an ongoing basis via www.myprohelvetia.ch

- **Do both tandem partners have to submit an application?**

No, one application per project is sufficient. One of the tandem partners has to hand in the application via www.myprohelvetia.ch and indicate the other tandem partner in the application process.

- **In what languages does the application have to be submitted??**

Only English applications are accepted.

- **Which documents am I required to present in my application?**

The following documents have to be attached to the application:

- A budget plan in Swiss francs, clearly defining individual budget positions, expected contribution from Pro Helvetia (up to CHF 25'000.-), and other sources of financing (in a single PDF)
- A realization plan, including timeline, distribution of roles, planned activities/presentations, and process (in a single PDF)
- Further references: CVs, records of previous projects, media clippings, etc. of the tandem partners
- A signed letter of intent, including the motivation to collaborate by both partners (in a single pdf)

➤ **We are planning to apply for a smaller amount than 25,000 CHF. Is that possible?**

Yes. We suggest adapting the budget according to the planned programme.

➤ **How does the selection process work?**

The decision is made together by the specialists in the respective disciplines at Pro Helvetia Zurich and the liaison offices.

➤ **How long does it take for the decision to be communicated?**

Within 10 weeks of submission, candidates will be notified via email.