

FREQUENTLY ASKED QUESTIONS (FAQs) on Co-creation

Questions related to eligibility

1. Who is eligible to apply as one of the two co-creation tandem partners?

Applications should include two tandem partners. One tandem partner (either an individual artist, an artist duo or a collective) has to be based and active in the cultural scene in the region of one of Pro Helvetia's liaison offices (find the full list of eligible countries at the bottom of [this page](#)).

The other tandem partner (either an individual artist, an artist duo or a collective) must be from Switzerland or based in Switzerland and presenting their work at recognised Swiss venues with a cross-regional reach or visibly active in national networks.

2. What exactly is meant by the words 'duo', 'collective' and 'tandem partners'?

The word 'duo' means an artistic duo of two individual artists that work together under one name on a regular basis and appear in the public as an artistic duo. A 'collective' means a group of two or more individual artists working together under one name on a regular basis. This can also be a theatre company, a dance group, a band or a collective of writers etc.

In the context of the Co-creation call, a 'tandem' should consist of two entities—so called 'tandem partners'—that apply together for the co-creation grant. The two tandem partners can be two individual artists, two artistic duos, two artistic collectives, or a combination of these, such as one individual artist together with a collective, etc., working together on an artistic co-creation within the framework of the Pro Helvetia Co-creation call.

3. Can three or more partners apply for a co-creation grant?

No, only tandems of two partners are eligible to apply for co-creation. Applications from more than two partners are not taken into consideration.

4. Are curators eligible to apply for Co-creation as one of the tandem partners?

No, the co-creation grant is aimed at artists. Curators who also have an artistic practise and who have an artistic co-leading role in the proposed project can apply.

5. Can a tandem partner be a festival or an institution?

No. Both tandem partners must be either individual artists or collectives (see definition above).

6. 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.

7. Our co-creation project is already underway or was concluded 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.

8. I have already received co-creation support in the past. Can I apply for another Co-creation call?

Yes, you can apply again with a new project, as long as your past co-creation project has ended at the time of the deadline of the new Co-creation call (final report of the old project has to be handed in to the responsible Pro Helvetia office).

9. Can I submit more than one application in the same year?

No, we only accept one application per artist per year, i.e. per open call. If we receive more than one application from the same applicant, we only take into consideration the application that was submitted first.

Questions related to content

10. Do co-creation 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. Since Pro Helvetia supports open-ended and process-oriented co-creation projects, formats for the 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). Therefore, the outcome can also be a documentation of the process.

11. Is there a deadline by which the project must be finalised?

Yes. Co-creation projects are expected to be finalised within 18 months after the positive decision has been communicated to the applicants.

Questions related to the application process and budget

12. Do both tandem partners have to submit an application?

No, one application per project is sufficient. One of the two partners should hand in the application and indicate the second partner in the application process.

13. In what languages does the application have to be submitted?

Only English applications are accepted.

14. We intend to apply for an amount less than CHF 25,000. Is that possible?

Yes. The co-creation grant covers maximum CHF 25,000. We suggest adapting the budget according to the planned programme.

15. If we apply for an amount of CHF 25,000, is it possible that the granted amount is less?

Yes. The CHF 25,000 is the maximum. Awarded grants of less can be decided on by Pro Helvetia. Reductions can be considered in the following cases:

- if travel costs exceed 40% of the budget
- if no travel costs are included
- if the calculated working hours appear excessive
- if it seems that the budget is stretched to its limit and is not suitable for the planned activity or creation

For a process-oriented project which has no co-funding, a smaller amount might be more appropriate, whereas larger projects, which have solid co-funding are more likely to be supported with the full amount of CHF 25,000.

16. Is parental support available for co-creation?

If travels abroad are part of the co-creation project, artists with childcare responsibility (children up to 18 years old) can apply for financial support of up to CHF 1,000 per month (for a maximum of four weeks) as a contribution to childcare or for the travel expenses of their children and, if necessary, a caregiver. This also applies if the child/children stay at home and are cared for. Applicants must submit an approximate budget of all expenses in advance. The parental support is an additional amount and should not be included in the co-creation project budget.

17. Does the project have to be co-funded by another source to be eligible?

Co-creation projects don't need to prove co-funding to be eligible. However, if the number of applications is very high, priority can be given to projects that demonstrate co-financing.

18. How does the selection process work?

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

19. How long does it take for the decision to be communicated?

Applicants will be informed about the decision four months after the application deadline via letter or email.