

The English Department Arts Council – Directives

Art. 1 Principle

¹ The Arts Council financially supports cultural projects of students and employees of the English Department of the University of Berne. Its aim is to foster cultural projects within the English Department.

Art. 2 Project submission

¹ In general, project proposals must be submitted to the Arts Council at least two months before the project takes place.

² All applicants must submit the following documents:

- a. Application Form;
- b. Short description of the project, including information about the strategies to make known the project to the members of the English Department as well as to extra-departmental persons;
- c. Budget.

³ If the submitted documents are not complete, the Board of the Arts Council may reject the project proposal and request the applicants to supply the missing information within 10 days after the dismissal.

Art. 3 Assessment of the project

¹ The Board of the Arts Council assesses the project proposals.

² The Board especially considers the following aspects:

- a. Did the applicants submit all information required?
- b. Is the project of artistic and cultural interest to the English Department?
- c. Is the project budget financially sound?

³ The Board can invite the applicants to its meetings in order to discuss the project.

⁴ The Board approves a project when the following conditions are fulfilled:

- a. All required documents have been submitted beforehand;
- b. The project is of cultural interest to the English Department and, as far as possible, its members are involved in the project;
- c. The project is made known sufficiently to the members of the English Department and to others;
- d. The budget is sound and realistic.

⁵ If the Board approves a project, it decides about the form of financial support according to Art. 4.1. and 4.5.

⁶ The Board can reject a project that does not fulfil the requirements listed in Art. 3.4. A project that has been rejected can be re-submitted.

Art. 4 Forms of support

¹ If the Board approves a project, it has the following options to support it financially:

- a. Anticipated payment;
- b. Payment of all expenses after having received the final account of the project;
- c. Deficit guarantee;
- d. Payment of a fixed sum without back payment.

² If a project produces a profit, this profit must be paid to the Arts Council, unless it was a payment according to Art 4.1.d.

³ The Board can nominate one of its members as financial advisor to the project.

⁴ The applicants must hand in the final account to the Arts Council three months after the completion of the project at the latest.

⁵ The applicants have the right to use the Arts Council's mailing list and the label "instinctive acts", if the project is a theatre production.

Art. 5 Formal directives

¹The Board announces its decision in written form to the applicant. The decision must include the following elements:

- a. Decision, based on Art 3.4.-3.5., and form of financial support according to Art. 4.1. and 4.5.;
- b. Justification of the decision;
- c. Financial arrangements according to Art 4.2.;
- d. Instruction about an applicant's possibilities to appeal according to Art. 5.3.-5.5.;

² If the Arts Council approves a project, the label of the Arts Council should be used on any publication concerned with the project.

³ Based on Art. 5.8. of the Arts Council's Statutes (ACS), the applicants can appeal against a decision of the Board.

⁴ An appeal must be in written form and justified. The appeal must be submitted to the Arts Council within 30 days after the announcement of the Board's decision.

⁵ According to Art. 4.1. of the ACS, the General Assembly has the final word in the acceptance and rejection of the appeal.

Approved by the Board
23 March 2004

Entry into force
1 April 2004