



Empathy Arts foundation

Foundation Policy to Award Mentorship Grants and Supporting Donations

This is an English translation of the original version drafted in French. In case of discrepancy between the French original version and the English translation, the French original version shall prevail.

I. PURPOSE

The Empathy Arts Foundation (the “Foundation”), as part of its Statutory Purpose, is committed to support young artists with mentorship grants, and to supporting artistic projects with positive messages and/or positive benefits for society, as well as individuals who are committed to an artistic life with the same purpose and need limited support in order to complete an artistic project or study.

II. POLICY

The Foundation will, at its own discretion, select annually eligible natural persons for Mentorship Grants and eligible artistic projects of institutions or organisations to award with Supporting Donations of between CHF 5'000.- to CHF 10'000.- each. The persons, institutions and projects will be selected and chosen based on the information provided by the Applicant in accordance with the procedure outlined below.

III. APPLICABLE PRINCIPLES

In all the activities carried out under this Policy, notably in the selection and decision processes, the Foundation will apply the following four keys: fair, honest, positive and creative.

IV. DEFINITIONS

Applicant:	The individual, organisation or institution selected by the Foundation that files an application for a Mentorship Grant or a Supporting Donation
Application:	Written request to receive a Mentorship Grant or A Supporting Donation
Beneficiary:	An Applicant who benefits from a Mentorship Grant or a Supporting Donation
Certificate:	A document issued to a Beneficiary certifying the details of the payment of the Mentorship Grant or the Supporting Donation.



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- Contract:** An agreement signed between the Foundation and a Beneficiary specifying the frame, the terms and the legal and contractual conditions of the Mentorship Grant or the Supporting Donation.
- Foundation:** The Empathy Arts Foundation
- Official Notice:** Letter signed by the Board of the Foundation
- Mentorship Grant:** A voluntary contribution without quid pro quo in favour of a natural person. This contribution can take the form of a contribution in cash, mentoring sessions directly provided by the Foundation or of the provision of a mentor chosen and paid by the Foundation
- Resolution:** A written resolution made by the Board of the Foundation
- Supporting Donation:** A voluntary contribution without quid pro quo in favour of an institution or an organisation. This contribution can take the form of a contribution in cash, mentoring sessions directly provided by the Foundation or of the provision of a mentor chosen and paid by the Foundation

I.PROCEDURE

1. Submission of requests and selection of applicants

Any individual, organisation or institution active in creative arts may submit a request to the Foundation to be selected as Applicant.

The Foundation will announce a period to submit such requests on its website. Only requests received by the Foundation during said periods will be considered.

The Foundation may set a maximum limit of requests should the requests received during said period be too numerous to process.

The Foundation will select the individuals, organisations and institutions entitled to submit an Application according to section 2 below based on the following criteria:

- artistic qualities of the project;
- positive impact of the project on society (with consideration of the four keys: fair, honest, positive and creative);
- target audience of the project;
- art form practiced by the requesting party to guarantee a variety of the art forms supported over the years.



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The request should set out the requesting party's details and the main features of the project in order to allow the Foundation to make its decision based on these criteria. It should be submitted by email and should not be longer than an A4 format page or its equivalent in email.

2. Application

Individuals selected by the Foundation according to the process described in section 1 can apply for a Mentorship Grant, and artistic/creative organisations or institutions selected by the Foundation according to the process described in section 1 can apply for a Supporting Donation.

The Foundation will not consider any unsolicited applications.

The application letter should mention the following details:

Details of the Applicant and the project

- Name of Applicant
- Domicile
- Legal status of Applicant (individual, NGO, institution)
- Name of project
- Art form that will be used
- For an application of a contribution in cash: how the funds received from the Foundation will be used
- For an application of mentoring: area(s) in which the mentoring session(s) is requested
- Current status of project
- Target Audience
- Target date completion of project
- Current stage of development of project
- Description of positive impact of the project for society
- Reasons for necessity of limited support to complete a project or an artistic study
- Reason for Application



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Payment details

- Name of Beneficiary, Address, Postal code and city, Country
- Name of bank, Address, Postal code and city, Country
- IBAN or bank account number
- SWIFT/BIC Code
- Clearing number

Furthermore, it should contain:

- A statement confirming that the Applicant understands that there is no right to obtain a Mentorship Grant/Supporting Donation and that the decision to grant a Mentorship Grant/Supporting Donation or not is made solely by the Foundation on a discretionary basis.
- A statement confirming that the Applicant understands and agrees that, if his/her/its application is retained by the Foundation, the Foundation will require him/her/it to sign a Contract, which will be a condition precedent for the payment of any Mentorship Grant / Supporting Donation.
- A statement confirming that the Applicant understands and agrees that, except in particular circumstances that the applicant should set out and that the Foundation will review on a discretionary basis, the funds can only be paid to a bank account opened in the name of the Applicant.
- If the Applicant (or one of its beneficiaries, shareholders or members in the case of organisations and institutions) has personal, professional or family ties with one or several members of the Board of the Foundation: disclosure of any of these ties and explanation of their nature.
- A statement that the Applicant is aware that receiving a Mentorship Grant or Supporting Donations can have domestic tax consequences and that it will be responsible to declare the Mentorship Grant or the Supporting Donation in its proper tax declaration.
- For individuals, a statement that the Applicant has the capacity to consent in the sense of article 16 of the Swiss Civil Code (“*A person is capable of judgement within the meaning of the law if he or she does not lack the capacity to act rationally by virtue of being under age or because of a mental disability, mental disorder, intoxication or similar circumstances.*”).
- For organisations / institutions, a confirmation by the person(s) signing the Application that he/she/they has/have the power to represent and engage the organisation / institution for the purposes of the Application.



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3. Decision by the Foundation

The Foundation will consider all Applications received from selected Applicants and, after a thorough assessment of the criteria, select the projects it wants to award with a Mentorship Grant or a Supporting Donation.

The criteria will notably be: artistic qualities of the project, positive impact of the project on society, target audience of the project.

The decision will be taken during a Foundation Board meeting convened according to the Statutes of the Foundation and will be recorded in the minutes of said meeting. These minutes will include the name of the Beneficiary/ies and the criteria on which the Board's decision is based.

4. Informing the Applicant

The Foundation will inform each Applicant by Official Notice detailing the decision.

Where an Applicant has been chosen as Beneficiary of a Mentorship Grant or a Supporting Donation, the Official Notice will furthermore contain:

- The amount of the Mentorship Grant or of the Supporting Donation
- The Contract signed by the Foundation.

5. Payment and Confirmation of payment

The payment of the Mentorship Grant/Supporting Donation will only occur after the Beneficiary has returned the countersigned Contract to the Foundation.

As soon as the payment of the Mentorship Grant/Supporting Donation has been done, the Foundation will send the Beneficiary a Certificate in which it attests that the payment has been made, stating the name of the Beneficiary, the project, the sum of the payment and the date of the payment. It will also enclose a bank statement of the transfer.

The Beneficiary has to notify the Foundation in writing (post or email) of the receipt of the Mentorship Grant/Supporting Donation on his/her/its bank account.



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6. Follow up

The follow up process will be described in detail in the Contract and will notably provide that the Beneficiary has to inform the Foundation regularly about the progress of the project and that, if the Applicant has not sent a progress update after six months, the Foundation will proactively ask for information by Official Notice.

VI. DOCUMENTATION

The Foundation will build a file for each Application, which should contain all the above-mentioned documents.

VII. TRANSPARENCY

In line with the Foundation's values, in particular the value of transparency, this Policy will be published on the Foundation's website. The name of the Applicants and of the Beneficiaries will only be published with their express consent.

VIII. NO ENTITLEMENT

Nothing contained in this Policy shall be construed to create an entitlement to be selected as an Applicant or for an Applicant to obtain a Mentorship Grant/Supporting Donation. The decision to be selected as an Applicant or not or to grant a Mentorship Grant/Supporting Donation or not is made solely by the Foundation on a discretionary basis. An individual/organisation/institution that has not been selected as an Applicant or an Applicant who has not been selected has no right to challenge the decision of the Foundation not to select him/her/it.

IX. AMENDMENTS

The Foundation may amend this Policy from time to time to the extent necessary to achieve the purpose set out in the preamble of this Policy. This Policy is an integral part of the Organisational Regulation of the Foundation. As such, the amendments to this Policy shall follow the rules applicable to the amendments of the Organisational Regulation.