



# Mini-Grants from "ici. here together."

## Regulations and guidelines

Version from 18 June 2024

### Preliminary remarks

The Federation of Migros Cooperatives is the founder of the Foundation for Language and Training Promotion (SSUB). In 2019, the Foundation Board commissioned the Social Affairs and Culture Department of the Federation of Migros Cooperatives to implement the "ici. here together." funding programme, which was officially launched in 2021 under the Migros Commitment brand.

"ici. here together." provides funds and professional advice to local and regional projects throughout Switzerland that bring together people from different cultural backgrounds, thereby strengthening social cohesion.

As an extension of the existing funding, so-called Mini-Grants will be made available from 2 April 2024 to 31 December 2024. A Mini-Grant amounts to between CHF 500 and CHF 2,500 and can be used to pilot an idea, realise a small project or cover ongoing project costs. Mini-Grants comply with the principles of the "ici. here together." funding programme and support projects and initiatives in the following areas:

- Here together, everyday: Associations, meetings, groups, tandems and networks that bring people from diverse backgrounds and cultures together – and with it, strengthen cohesion.
- Growing up multilingual here, together: services that support children up to the age of six and their families in speaking their family languages inside and outside the home, thus promoting social diversity.

The invitation to tender will run from 2 April 2024 and is initially open until 31 December 2024.

### Contact

The SSUB has appointed the Swiss Academy for Development (SA4D) as the main contact and coordinator. SA4D supports applicants (project management organisations) in submitting projects.

### Enquiries

All enquiries should be directed to Valérie Amrein of SA4D at: [info@ici-gemeinsam-hier.ch](mailto:info@ici-gemeinsam-hier.ch)

### 1. Main obligations of the project management organisation

- a) The project management organisation undertakes to provide the services outlined in its project proposal and to implement the listed activities. If any problems arise during the implementation of the project, which render the agreed completion of the project impossible, SA4D must be informed immediately so that solutions can be sought jointly. In the event of any improper use of the funding, SSUB has the right to reclaim its contributions in whole or in part.

### 2. Details of the support provided by the SSUB as part of the Mini-Grants of the sponsorship programme

- a) Payment of the awarded grant; the amount includes any value-added tax due.<sup>1</sup>

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<sup>1</sup> The project management organisation must independently establish whether there is any VAT liability and settle any outstanding tax due to the VAT authority.

### 3. General provisions and instructions

- a) The project management organisation expressly undertakes to act in accordance with all applicable legal and regulatory requirements when running their projects and to refrain from any acts or omissions that could damage the reputation of SSUB or Migros Commitment.
- b) The project management organisation fills out a short report after the end of the funding period.
- c) The project management organisation expressly guarantees that neither the project management organisation nor its employees, volunteers, organs or representatives, will offer, promise or procure undue financial or other incentives for a third party in connection with the projects in order to induce the third party or another party to perform their tasks inappropriately or incorrectly or to act in a manner that is inappropriate or unsuited to their position.
- d) The project management organisation confirms that all payments are properly and completely recorded in the accounts. If the project management organisation is not subject to a statutory audit, it undertakes to have its annual financial statements audited by an external independent auditor. Upon request, the project management organisation shall make its accounts and annual audit reports available to SA4D to verify compliance with this provision. In addition, the project management organisation shall provide SA4D upon request with a complete overview of all compensation paid for the project.
- e) Applicants shall receive a written response no later than ten weeks following receipt of their application.
- f) All decisions are communicated in writing. They are final, and no further explanation will be provided. Recipients are not entitled to annually recurring grants.

### 4. Formal criteria

- a) Project management organisation structure
  - The project management organisation has a non-profit legal form (association, foundation, cooperative). No individuals or profit-oriented organisations are funded.
  - The organisation is based in Switzerland and its activities are for the population of Switzerland.
- b) Grants and funding plan
  - The requested sum is in line with the [grant](#) amount communicated on the website.
- c) Project start
  - You submit your project or upcoming event at least 3 months before the realisation.

### 5. Quality criteria:

The following criteria are relevant for the assessment of quality:

- a) **Social relevance in the area of cultural diversity:** The project management organisation deals with current issues in the field of integration and migration. Thematically, the project is located in the area of "Here together, everyday" and/or "Growing up multilingual here, together".
- b) **Quality and implementation potential:** The project management organisation is aiming for a social impact with a project that is both ambitious and realistically planned.



- c) **Networking and co-determination:** The project management organisation operates in a networked manner and involves the target group at least occasionally in the development of the project.
- d) **Social sustainability.** As far as possible, the project management organisation takes social sustainability criteria into consideration not only in the objective but also in the concrete implementation of its project (e.g. diversity within teams, barrier-free access, use of gender-sensitive language).

## 6. Exclusion criteria

The following are excluded from funding:

- Individuals
- Government organisations
- Schools
- Profit-oriented projects or organisations
- Completed projects
- Projects or organisations abroad
- Projects or organisations which pursue ideological, undemocratic or unethical goals
- Projects that only pursue internal institutional goals without social relevance
- Topics or organisations with the following thematic focus are not supported by Mini-Grants: physical health, medical services, research or congresses, formal education (also: school camps)

## 7. Communication: requirements for the project management organisation

- a) If required, the project sponsor shall provide SA4D with photos, videos, etc., from the projects free of charge. The project management organisation ensures that it holds all necessary rights for the use of these photos, videos and other materials (in particular, the consent of persons shown) and that no third-party rights are being violated.
- b) The project management organisation grants Migros Commitment the right to communicate about the projects and to continue to communicate about the partnership and services provided after the end of the project (without any additional compensation being due).
- c) Any naming or editorial integration requires prior consultation with the project management organisation, whereby the editorial sovereignty of Migros Commitment remains unaffected. Migros Commitment is not obliged to include the sponsored project in its own communication.

## 8. Communication: recommendations to the project management organisation

The project management organisation can proactively and prominently integrate Migros Commitment (including logo) in the project communication and project-related communication media (online and offline). Details on branding, wording and editorial integration can be found [on our website](#). The project management organisation undertakes to comply with these.

## 9. Guidelines for multiple funding applications

A project management organisation can submit a maximum of one Mini-Grant application per project and a maximum of two Mini-Grant applications per year to "ici. here together." Further funding applications from Migros Culture Percentage in the same year cannot be approved.



## **10. Data protection, copyrights and insurance**

- a) The project management organisation undertakes to process any personal data which it receives or collects exclusively in accordance with the applicable data protection provisions. The project management organisation undertakes, in particular, to treat such personal data in confidence and take appropriate technical and organisational measures to protect it. The processing of personal data by SSUB is governed by the Migros Privacy Notice, available at <https://privacy.migros.ch/en>.
- b) Insurance against any risk (accident, illness, liability) and payment of social security benefits and other social security contributions for any employees and/or external agents is the sole responsibility of the project management organisation.

## **11. Applicable law and jurisdiction**

- a) All legal relationships between SSUB and the project sponsor shall be governed exclusively by Swiss law to the exclusion of conflict-of-law rules.
- b) The exclusive place of jurisdiction for all disputes is the City of Zurich.

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