



"ici. here together.": Regulations and guidelines

Preliminary remarks

The Foundation for Language and Education Promotion (SSUB) launched the „ici. here together.“ funding programme in the autumn of 2021. The SSUB was founded by the Federation of Migros Cooperatives.

The funding programme „ici. here together.“ supports initiatives and projects in the field of migration and integration. „ici. here together.“ grants funds to local and regional projects that bring together people from different cultural backgrounds, thereby strengthening social cohesion. The current grant period runs from 1 November 2023 to 31 December 2024.

Contact

SSUB has appointed the Swiss Academy for Development (SA4D) as the main contact and coordinator for project teams applying for project sponsorship.

Enquiries

All enquiries (financial, consulting, etc.) should be directed to Valérie Amrein of SA4D at: info@ici-gemeinsam-hier.ch

1) Main obligations of the project sponsorship

- a) The project initiator undertakes to carry out the services and activities described in the project proposal. If, during the implementation of the project, any problems arise which render the agreed implementation 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) Services of the SSUB within the framework of the „ici. here together.“ funding programme

- a) Payment of the awarded grant; the amount includes any value-added tax due.¹
- b) Expert coaching: projects which are also eligible for expert coaching (max. 10 hours in the period from 1 November 2023 to 31 December 2024) will be notified in writing. Coaches are listed at www.ici-gemeinsam-hier.ch/en/coaches and can be contacted directly.

3) General provisions and instructions for project initiators

- a) The project initiator expressly undertakes to act in accordance with all applicable legal and regulatory requirements when implementing their projects and to refrain from any acts or omissions that could damage the reputation of SSUB or Migros Commitment.
- b) The project initiator guarantees that neither the project initiator themselves nor their employees, volunteers, organs or representatives, will use the funding to offer, promise or procure undue monetary or other advantages to/from a third party directly or indirectly in order to induce the latter or anyone else to perform their tasks or position inappropriately or

¹ The project initiator must independently establish whether there is any VAT liability and settle any outstanding tax due to the VAT authority.



incorrectly.

- c) The project initiator confirms that all payments are properly and completely recorded in the books of account. If the project initiator is not subject to a statutory audit obligation, they undertake to have their annual financial statements audited by an external independent auditor. Upon request, the project initiator shall make their business books and annual audit reports available to SA4D to verify compliance with this provision. In addition, the project initiator shall provide SA4D with a complete overview of all compensation paid within the project upon request.

4) Communication: requirements for the project initiator

- a) Mention of funding through the „ici. here together.“ funding programme in the project initiator's communication (online and offline): the project initiator undertakes proactively and prominently to incorporate the „ici. here together.“ funding programme, including the intended [logo](#), in its project communication, taking into account the [user manual](#).
- b) The project initiator shall provide „ici. here together.“ with photos, videos and other materials from the projects free of charge upon request. The project initiator ensures that it holds all necessary rights for the use of these photos, videos and other materials (in particular, the consent of persons depicted) and that no third-party rights are being violated.
- c) The project initiator grants „ici. here together.“ the right to communicate about the projects; „ici. here together.“ may, at its own discretion, continue to communicate about the partnership and services provided beyond the end of the project/funding cycle (without additional compensation owed).
- d) The project initiator complies with all embargo periods for media releases by "ici. here together."

5) Communication: recommendations to the project initiator

- a) „ici. here together.“ welcomes the project initiator's local media work. To optimise the impact of communication and take advantage of synergies, the project initiator informs SA4D about planned media events and media releases via info@ici-gemeinsam-hier.ch. The project initiator proactively informs „ici. here together.“ about the project' s media resonance. This allows media reports to be shared and published on www.ici-here-together.ch.
- b) Social media: the project initiator follows „ici. here together.“ on Facebook and Instagram: <https://www.instagram.com/ici.gemeinsamhier/>
<https://www.facebook.com/ici.gemeinsamhier>

The project initiator likes and shares ici posts on social media. When creating their own posts, the project initiator occasionally mention the ici channels and uses the corresponding hashtag in the respective language: **#icigemeinsamhier #iciensemble #iciinsiemequi #iciheretogether.**

The project initiator subscribes to the [newsletter](#) of the funding programme.

6) Term and network meetings

- a) Funding through the " ici. here together" grant programme begins when the project initiator accepts the present provisions and ends no later than 31 December 2024.
- b) The project initiator participates in the networking events (Exchange of best practices and



getting to know each other) for the funded projects whenever possible.

7) Scientific research

"ici. here together." As an integral programme, „ici. here together.“ aims scientifically to elucidate certain unexplored issues in its two focal topics, "Intercultural Encounters and Communication in Everyday Life" and "Multilingualism in Preschool Children". Selected projects can be scientifically accompanied over a longer period of time. Project initiators are required to provide researchers and evaluation teams with information and support.

8) Data protection, copyrights and insurance

- a) The project initiator undertakes to process any personal data which it receives or collects as part of the funding programme exclusively in accordance with all applicable data protection provisions. The project initiator undertakes, in particular, to treat such personal data in strict confidence and take appropriate technical and organisational measures to protect it. The processing of personal data is governed by the Migros privacy statement, which can be consulted at <https://privacy.migros.ch>.
- b) The copyrights for productions developed within the framework of „ici. here together.“ are held by the producers. Any SUIISA fees or other fees incurred during the use of third-party intellectual property is borne by the project initiator. The project initiator is responsible for clarifying the payment of any usage fees.
- c) Insurance against any risk (accident, illness, liability) and payment of social security benefits and other contributions for employees and/or external agents are the sole responsibility of the project initiator.

9) 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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