



Guideline for Funding

The Swiss Informatics Foundation is an organization for the common good that provides financial support for projects and events promoting the public's knowledge of the development, technology, application and effects of informatics and informatics-related fields.

The purpose of the Foundation, according to its charter, is *the altruistic promotion of the public's knowledge in technology, development, application and effects of informatics as well as informatics-related areas such as robotics or computational linguistics in Switzerland and the Principality of Liechtenstein.*

The Foundation provides funding for projects and events that

- are aligned with the purpose of the Foundation,
- directly or indirectly serve the public interest, and
- have a not-for-profit purpose.

The term *public* includes special groups such as children and young people, students and teachers, IT specialists and professionals from other disciplines.

Projects or events are *not eligible for funding* if

- they pursue a self-help purpose, or
- are only accessible to a closed group of people, or
- their results are not intended for the public.

In this guideline, we are using the following terminology: *Foundation* denotes the Swiss Informatics Foundation. *Applicants* are persons or organizations who are applying for financial support from the Foundation. Applicants of approved grant applications are called *grantees*. The modal verb "*shall*" denotes a mandatory action or obligation.

1 Grant applications

Grant applications shall be submitted using the Foundation's application forms. There are separate forms for projects and for events.

Normally, submissions shall be in English. In special, justified cases, the Foundation may also accept submissions in German, French or Italian.

Up to three people may jointly submit a funding application. One person has to be designated as the main applicant. The Foundation will only correspond with the main applicant.

The submission deadlines for applications are March 15 and September 15, 23:59 Swiss time. If a deadline is on Sunday or a Swiss federal public holiday, the deadline is postponed to 11:59 a.m. Swiss time of the next working day. In 2025, the founding year of the Foundation, the deadlines are June 15 and September 15.

Applications may be submitted for planned projects or events as well as for past ones that have been completed less than one year before the applicable deadline.

Applicants may apply for material and/or personnel resources. This includes any VAT and, in the case of personnel funds, social security contributions. The requested funds must not include any institutional overhead.

The Foundation does not accept applications asking for funding of more than CHF 50.000.

2 Assessment

After each deadline, the Foundation's Grants Committee reviews the grant submissions received by the respective deadline. The evaluation criteria include

- the quality of the content and how well the application fits the Foundation's purpose,
- the qualification of the applicant(s),
- the relationship between the size of the project or event and the requested grant,
- the quality of the application with respect to both its content and form.

Applications that do not sufficiently fit the Foundation's purpose, do not meet the funding criteria or are of insufficient quality with respect to content or form will be desk-rejected without review.

After completion of the assessment, the grants committee makes a recommendation to the Foundation's Board of Trustees about which applications deserve funding. The Grants Committee may also recommend the reduction of requested grants.

3 Decision

Based on the recommendation of the Grants Committee, the Board of Trustees decides about the applications to be funded and the grants to be paid. The Board also considers the total amount of funding available in the respective funding period. Furthermore, the Board decides whether a grant is paid in a single payment or in multiple ones.

The Foundation informs the applicants about the acceptance or rejection of the submitted grant applications no later than 90 days after the submission deadline.

Applicants of rejected or reduced applications may submit a reasoned request for reconsideration to the Board of Trustees within 30 days after notification. The Board of Trustees finally decides about such requests. Appeals or other legal means against decisions of the Board of Trustees are not possible.

4 Payment of grants

The grantees request the payment of the grants awarded to them (or a of share in case of multiple payments) by sending an invoice (addressed to the Foundation) to the Foundation's office. No VAT shall be charged on top of the awarded grant amount.

If grantees do not fully use the funds granted by the Foundation for the approved purposes, grantees are obliged to refund the remaining funds to the Foundation if

- a. the granted amount exceeds CHF 5.000, and
- b. the remaining funds exceed CHF 500.

5 Reporting

Within six months after the completion of a funded project or event, or, in case of grants for completed projects or events, within six months after having received the grant, the grantees shall submit a report on their use of the funds received to the Foundation's office.

The report shall be submitted on a form provided by the Foundation's office. The data to be reported depend on the granted amount.

5.1 Grants up to CHF 5.000

The report shall contain

- a. Notification of the successful completion of the project or event;
- b. A declaration signed by the grantee that the grant has been used for the approved purpose.

5.2 Grants over CHF 5.000 up to CHF 10.000

The report shall contain

- a. Brief report on the funded project or event;
- b. Financial report, containing
 - (1) List of expenses paid from the grant,
 - (2) A declaration signed by the grantee that the grant has been used for the approved purpose and that the financial report is accurate and complete.

5.3 Grants over CHF 10.000

The report shall contain

- a. Report on the funded project or event;
- b. Financial report, containing
 - (1) List of expenses paid from the grant,
 - (2) Proof of all expenses with invoices or receipts,
 - (3) Proof of returned remaining funds (if there are remaining funds to return),
 - (4) A declaration signed by the grantee that the grant has been used for the approved purpose and that the financial report is accurate and complete.

5.4 Checking and sanctions

The Foundation has the right to request proofs for expenses also for grants up to CHF 10.000. The Foundation may execute this right in case of inconsistencies or suspected incorrectness of financial reports and also on a random sampling basis.

The foundation will reject incomplete or erroneous reports and will send reminders for missing ones, setting a new deadline for re-submitting corrected reports or submitting missing ones.

If the revised version of a report is still incomplete or erroneous or if a grantee fails to submit the report by the new deadline, the Foundation is entitled to reclaim the grant in full or in part.

6 Obligations of applicants and grantees

6.1 Proper use of funds

Grantees shall ensure that funds granted by the Foundation are used exclusively for the purposes listed in the grant approval.

Grantees are responsible for ensuring that any applicable taxes and social security contributions on the grants are paid correctly and in full. They shall further ensure that no institutional overhead is charged on the Foundation's grants.

6.2 Naming the Foundation

Grantees shall acknowledge the funding by the Foundation in suitable form in their publicity.

The Foundation shall be named as a financial supporter on the website of any funded project or event. In all places where sponsors, supporters, donors or patrons of a funded project or event are mentioned or usually should be mentioned by their names and/or logos, the Foundation shall be mentioned in the same way as a supporter.

The Foundation's logo can be downloaded from the Foundation's website. It shall be used exactly in the given form.

6.3 Legal remedies, liabilities

By submitting a funding application, applicants expressly waive the right to take legal action of any kind against the Foundation, its bodies or members of these bodies in connection with their application or an approved grant. Offenses that fall under criminal law are excluded from this waiver. If an application is submitted by or for the benefit of an organization, the aforementioned waiver of legal remedies also applies to this organization.

Applicants and grantees undertake not to mention the Foundation in connection with their application or an approved grant in any contexts that are likely to damage the Foundation or its reputation.

The grantees are liable to the Foundation for the proper use of the grants received and for the proper naming of the Foundation and shall indemnify the Foundation in the event of violations.

2025-04-30 / 2025-05-24 / 2025-06-05