

PROJECT SPONSORSHIP GUIDELINES

STARTING POINT:

- A.** The ZSIG is an association of active and former companies from Zurich's silk industry which follows non-commercial aims. It was founded in 1854 and is thus one of Switzerland's oldest trade associations.
- B.** The ZSIG sponsors, on a voluntary basis, high quality projects with a reference to Zurich's silk industry, in particular to preserve knowledge in the field of silk and make it available for future generations.
- C.** Only those projects which fulfil both the ZSIG's formal and substantive framework conditions have the prospect of being sponsored. There is no entitlement to sponsorship.

GUIDELINES:

1. Substantive framework conditions

The submitted projects must display connections to the ZSIG's three main themes: Silk, industry, and Zurich.

Silk In the 19th and 20th centuries companies in Zurich exported fashionable silk fabrics throughout the world. Following the closure of the majority of weaving mills the ZSIG now primarily sponsors the preservation and research into the archives of Zurich's silk industry, the dissemination of knowledge around the theme of silk as a multifaceted cultural good, as well as the preservation of sericulture in Europe.

Industry As one of Switzerland's oldest trade associations, the ZSIG promotes, in particular, innovative research and development in the field of silk and design, as well as projects that make the design legacy of Zurich's silk industry available as a source of inspiration for contemporary design work.

Zurich Thanks to favourable conditions in the Canton of Zurich, in the 19th century the silk industry was able to develop into one of the most important sectors of the Swiss economy. Thus to this day, the ZSIG remains committed to the city and Canton of Zurich with respect to project sponsorship.

2. Formal framework conditions

2.1 Applications must include the following elements:

1. A cover letter with details of the content of the project and its goals (maximum 1 A4 page).
2. A signed and completed application form.
3. A project description with detailed information on the following points:
 - Project patron;
 - Theme
 - Goals; and
 - Time plan.
4. A budget with detailed information on the following points:
 - [anticipated] Expenditure;
 - [anticipated] Income (including internal labour and expected third party funds); and
 - Financial plan (including details of all possible additional funding applications).

2.2 Applications are to be submitted in electronic form to projects@zsig.ch

3. Assessment and decision on applications

- 3.1 Applications can be submitted at any time.
- 3.2 Applications are processed once annually, generally in March. Prior processing is possible in exceptional cases. There is no right to prior processing.
- 3.3 The decision of the ZSIG is final.
- 3.4 Applicants have no right to an explanation of the decision.

4. Completion of a project sponsorship agreement

- 4.1 The decision of the ZSIG is conditional upon the completion of a written sponsorship agreement between the project patron and the ZSIG, to the effect that the funding amount is to be used for a specific purpose.
- 4.2 In particular, the sponsorship agreement must regulate the content related, timeline, and financial aspects of the project sponsorship.
- 4.3 The ZSIG is granted the right to use the image and text material submitted to it by the project patron for publication purposes, and in particular for the ZSIG website.
- 4.4 The budget and the time plan specified in the sponsorship agreement are binding. If the budget or the time plan is not complied with within the framework of the project realization (deviation of more than 10 %, i.e. three months), then the project patron must immediately provide the ZSIG, and any possible involved third parties as specified by the ZSIG, with a detailed written explanation. The project patron is obliged to complete the project as close as possible to the original time plan and cost estimate. The funding sum is paid inclusive any possible VAT. Supplementary funding of the project is excluded.
- 4.5 Following the end of the project the project patron must compile a detailed final report, including a revision-proof final account with reference to the submitted budget. At the request of the ZSIG the project patron must provide access to the original receipts. By larger or longer term projects, the ZSIG can call on the project patron to compile intermediary reports and interim bills.
- 4.6 Before the conclusion of a written sponsorship agreement the ZSIG does not have any obligations towards the project patron.

Guidelines agreed by the Board of Directors of the ZSIG on March 23, 2021.