

Guidelines for Applicants

Version: January 2026

1. Purpose of the Guidelines

1. The guidelines create transparency in the Foundation's funding activities.
2. They present the steps for submitting applications for support in a clear and comprehensible manner.
3. They answer the following questions for applicants:
 - Which projects are funded?
 - Who evaluates the applications?
 - Which criteria are decisive?
 - What deadlines apply?
 - How soon will the decision be made?
4. It is the guideline for the evaluation of applications for support and of results of the use of funds.
5. It facilitates the recognition of non-profit status.
6. The guidelines in English are available on the website of the foundation.

2. Use of the foundation's assets and requirements for applicants

- 2.1 The purpose of the Foundation is to promote modern pedagogy. It can operate kindergartens and schools in which feeling, sensibility, self-confidence and community consciousness are promoted.
 - Conduct courses/seminars, etc.
 - Promote or participate in similar kindergartens, schools, courses/seminars, etc.The Foundation does not pursue commercial purposes and does not seek to make a profit.
- 2.2 To this end, the Foundation supports the training and further education of people to become teachers of this educational approach, as well as corresponding school and extracurricular facilities and activities.
- 2.3 The Foundation Board sets an upper limit for annual support contributions. It is currently CHF 100,000. There is neither a fixed distribution key for the use of the funds nor for the purpose of support.
- 2.4 In order to receive support, the Foundation requires that a project is adequately co-financed by own contributions and/or funds from other public and private donors. The Foundation does not make contributions if a project is not dependent on financial support. In the case of private individuals, the last definitive tax invoice is requested. For legal entities, a budget and a revised annual financial statement for the last 2 years.

3. Composition of the dossier

An application to the Foundation must contain the following elements:

1. name and details (CV, professional qualifications) of the applicant.
2. points of reference to the purpose of the foundation
3. title and objective of the project
4. budgeted costs of the project in CHF
5. contribution in CHF (fixed or as deficit guarantee)
6. transfer modalities
7. contributions and own contributions pledged elsewhere in CHF
8. service agreements (with third parties)
9. place, date, signature
10. attachments: detailed project description and further documents

4. Handling of the application

4.1 Examination for acceptance

The Foundation will only accept an application if the project meets the requirements for support (see section 2) and the application is submitted in full (see section 3).

4.2 Qualitative examination

The foundation checks whether the project is convincing with regard to the purpose of the foundation, quality and seriousness, whether the project will be implemented professionally, whether the costs are appropriate to the expected effect and whether a sustainable effect is foreseeable.

4.3 Competent authorities

The Board of Trustees is responsible for approving applications. It makes the final decision. It determines the review procedure and decides on the involvement of external expert opinions in the evaluation of applications.

4.4 Deadline for the decision

If possible, the submitted applications will be dealt with and decided upon at the following meeting of the "Stiftungsrat" (Board of Trustees)

4.5 Notification of the decision

The decision will be communicated in writing and without detailed reasons.

4.6 Duties and consideration

Recipients of support contributions from the Foundation are obligated to perform certain actions and reciprocal services. These are set out in a separate information sheet. If they are not fulfilled, the Foundation may reduce contributions appropriately or demand repayment of amounts already paid.

4.7 Payment

The Foundation shall transfer support contributions at the earliest after final approval of applications. It decides on the date of payment and informs the applicant.

Transfers are made exclusively to accounts of Swiss financial institutions.

5. Contact

Applications should be sent to the foundation's email address info@stfnp, for the attention of Susanne Stark, member of the board of trustees.