

PROZESSFÖRDERUNG – REGULATIONS

Please Note! This is a translation of the valid regulations and is only meant to help people whose mother tongue is not German in their orientation and understanding. Only the regulations in the original German version apply. There is no guarantee for the correctness and completeness of any information.

Basic Information on the Application Process

- 01.** Prozessförderung is aimed at new project and productions by performing artists or artistic groups of all disciplines and genres of the independent performing arts, who have been producing professionally for many years and who are not predominantly publicly funded (no continuous basic funding or institutional funding).
- 02.** Open-format and open-result artistic (also digital) work processes are supported for the development and, if necessary, presentation of productions. Premieres and subsequent performances are not a mandatory component of a project in the process funding program.
- 03.** Applicants must present at least two years continuous professional artistic activity in the independent performing arts (including performance, acting, dance, musical theater, puppet and object theater, theater in public spaces, contemporary circus, or across genres).
- 04.** Applicants must have their headquarters in Germany or have their place of residence and main focus of work in Germany. Projects within the scope of process funding must be realized in Germany.
- 05.** Applicants must be able to guarantee proper management and to provide proper proof of the use of the funding.

Deadlines and Application

- 06.** Applications must be submitted online by 01.11.2021 and 15.03.2022 respectively.
- 07.** Applications must be submitted using the appropriate online form at <https://onlineantrag.fonds-daku.de/start> . A complete application shall also include
 - (a) a cost and financing plan following the example provided by the Fonds Darstellende Künste and in accordance with the provisions of points 12 to 18 of these regulations
 - (b) proof of KSK contribution notification for 2021 (or alternatively a list of income from artistic activities in 2018, 2019, 2020, 2021 with supporting documents in the form of 2-3 invoice examples or fee contracts with corresponding bank statement(s) showing receipt of payment) for a person responsible for the artistic project - see application form.
 - (c) a 2-page project description as a pdf-document
 - (d) Internet links for presentation of relevant work
 - (e) proof of all approved co-financing and/or own cash resources (see point 14)

as well as, for projects with an increased application volume exceeding the regular funding amount of 50.000€,

(f) a 1-page justification for the necessity of the additional financial requirement.

- 08.** An application is deemed to have been submitted on time if all documents (see point 06) are uploaded to the database of the Fonds Darstellende Künste by the end of the day of the application deadline (By 23:59 on 01.11.2021, 15.03.2021). Late or incomplete applications cannot be considered.
- 09.** There is no entitlement to the grant. Payments will be made on the basis of a current cost and financing plan after the conclusion of a grant agreement. In addition, a project account must be used or set up to receive the grant. Otherwise, funding cannot be ensured.
- 10.** In case of funding, the project period ends on 31.12.2022 at the latest.
- 11.** A source and disposition statement/receipts must be submitted no later than two months after the end of the respective project.

Cost and Financing Plan

- 12.** The Fonds Darstellende Künste supports projects in the field of the independent performing arts in the amount of at least 10,000 euros up to a maximum of 50,000 euros within the framework of a Prozessförderung. In exceptional cases with detailed justification, even up to 80,000 euros may be applied for. This applies, for example, to process projects involving ensembles with a particularly large number of people, digital projects with above-average technical complexity, or productions that are particularly cost-intensive due to the need to ensure accessibility.
- 13.** Personnel and material expenses are eligible for funding in accordance with the general ancillary provisions for project funding (ANBest-P). Any travel expenses incurred are reimbursable in accordance with the Federal Travel Expenses Act (BRKG). As a rule, investment costs for technology, presentation and other purchases may not exceed 30% of the application sum.
- 14.** Funding is generally contingent upon an appropriate contribution of the applicant's own, which must be proven to be secured in the financing of at least 10 % of the application sum. See application form.
- 15.** This generally required own contribution (see point 14) can be provided by earmarked grants from third parties (complementary funds from other public funding bodies within the federal states and municipalities as well as sponsoring or donations) and by own funds as well as (non-cash) own contributions. Own resources also include income from all forms of paid services and participant fees. Non-cash own contributions also include work contributions, provided that they can be allocated to the project within the person's profession and work category and in a manner that is appropriate to both market rates and the specific project. Only the hours actually worked and documented (signed time sheets) will be taken into account in the context of the proof of use check. In the event that the project is funded, the cashless hours worked and their equivalent value must be documented upon request, for example on the basis of past invoices.
- 16.** VAT, deductible in accordance with § 15 UStG, is not eligible for funding. Similarly, ongoing non-project-related material and personnel expenses are excluded.
- 17.** A balanced cost and financing plan is a prerequisite for process funding.

18. Fees shall be based on the recommended minimum fees for independent theaters. ¹

Exclusion Criteria / Conditions

19. Funding is precluded if projects or productions or parts thereof have already begun before the funding decision, i.e. if expenditures have already been made for them or contracts have already been concluded.

20. A funding application for a project may only be made to one single funding program within the Fonds Darstellende Künste; parallel applications are not permitted.

21. Applicants may apply for only one project in any one funding round of the program.

22. A project may not already be funded by another grant of the NEUSTART KULTUR program.

23. An application to the Fonds Darstellende Künste excludes co-financing of the project applied for by another funding institution that allocates funds from the federal government. This applies, among others, to the Kulturstiftung des Bundes, the Hauptstadtkulturfonds, the Fonds Soziokultur, the Tanzpakt, usually the Goethe-Institut and co-production funding by the National Performance Network (NPN).

These regulations are valid as of Aug. 19, 2021 and are based on the valid German regulations and overall funding principles of the BKM, the Federal Government Commissioner for Culture and the Media, for the program NEUSTART KULTUR: #TakeHeart - Planning security and further development in the nationwide independent performing arts. Subject to change without notice.

Berlin, August 19, 2021

Fonds Darstellende Künste e.V.

Board of Directors and Management

¹ Recommendation of the Bundesverband Freie Darstellende Künste e.V. for a lower fee limit for the independent performing arts in Germany: 2,490 euros gross per month for professional groups with compulsory insurance in the Künstlersozialkasse (KSK) and 2,875 euros per month for professional groups for which social security via the KSK is not possible.