

PROZESSFÖRDERUNG – REGULATIONS

Please Note! This is a translation of the valid regulations and is meant only to help in the orientation and understanding of those, for whom German is not a first language. Only the regulations in the original German version apply. There is no guarantee for the correctness and completeness of any translated information.

Basic Information on the Application Process

01. The Prozessförderung is aimed at new projects and productions by performing artists or artistic groups of all disciplines and all 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. Artistic (and digital) processes that are open-format and open-result are supported for the development and, as the case may be, presentation of productions. Premieres and subsequent performances are not a mandatory component of a project in the Prozessförderung program.

03. Applicants must present at least three 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 developed within the scope of the Prozessförderung must be realized in Germany.

05. Applicants must be able to guarantee proper operational management and to provide proper proof of the use of the funding.

Deadlines and Application

06. Applications are to be submitted online

- in the first application round by 01.11.2021
- in the second application round by 15.03.2022
- and in the third application round by 15.09.2022

by 23:59 in each case.

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 2-page detailed presentation of the artists / artist group and their prior work as a pdf-document
- (b) a 2-page project description as a pdf-document
- (c) 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

(d) proof of insurance through the "Künstlersozialkasse" (KSK) for 2022
or alternatively

a list of earnings from artistic or curatorial activities within the independent performing arts scene from at least three years within the period from 2019 to 2022. 2-3 of these earnings are to be proven by exemplary, informative invoices or fee contracts with corresponding proof of receipt of payment)

(e) Internet links for presentation of relevant work

(f) proof of all approved co-financing and/or own cash resources (see points 14 and 15)

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

(g) 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 07) 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, 15.03.2022, 15.09.2022). 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 must be completed in the period leading up to

31.12.2022 (application deadline: 01.11.2021)

30.04.2023 (application deadline: 15.03.2022)

30.06.2023 (application deadline: 15.09.2022)

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, up to 80,000 euros may be awarded. This applies, for example, to Prozessförderung 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, personal contribution from the applicant, 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 personal 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), by personal, individual resources as well as personal, non-cash contributions. Personal resources include income from all forms of paid services and participant fees. Personal, non-cash contributions also include contributions of labor, provided that they can be allocated to the project within the person's profession and employment 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 considered in the context of processing and reporting the funding usage. In the event that the project is funded, the non-cash contributions and the value of the respective hours worked 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 Prozessförderung.
- 18.** Fees shall be based on the recommended minimum wages within the independent performing arts.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. 01, 2022 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.

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.

Berlin, August 01, 2022

Fonds Darstellende Künste e.V.

Board of Directors and Management

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