

INFORMATION SHEET for TRAVEL GRANTS in the area of International Cultural Exchange

The Berlin Senate Department for Culture awards – subject to the availability of funds – TRAVEL GRANTS for international projects of all artistic disciplines.

The grants are awarded twice a year:

SUBMISSION DEADLINES:
2 May 2024 for the current year 2024 at 2pm (CET)
17 October 2024 for the calendar year 2025 at 2pm (CET)

WHAT IS SUPPORTED?

The grants serve the artistic development of Berlin based artists and are designed to support the realisation of outstanding presentations of their work abroad. The support is granted for public presentation formats which are limited in time, i.e. exhibitions, concerts, guest performances.

The following are excluded: Artists' residencies purely for research, study or work purposes.

Criteria for funding are the artistic quality and the quality and sustainability of the transnational cooperation.

The travel grants in the area of International Cultural Exchange are intended to help present the work of Berlin based artists and the contemporary Berlin arts scene abroad. Outstanding presentations of work from all artistic disciplines, which have to be realised with the support of a suitable partner and promise ongoing cooperation, can be supported with grants exclusively for travel and transport. An invitation of the cooperation partner abroad must be submitted.

WHO CAN APPLY?

- The grants for travel and transport in connection with an outstanding project abroad are awarded to professional artists or groups of all disciplines whose principal residence is in Berlin.
- The applicants' artistic achievements have already gained public recognition.
- Only natural persons are eligible to apply. These can be individual artists as well as groups that are a „GbR“ or form a GbR for the purpose of the trip. All persons travelling for whom the travel grant is to be applied for count as a group. The application for a **group is only possible within the framework of a GbR**. In the case of groups, more than 50% of the group members must be registered in Berlin with their first residence (*please note: Applicants have to submit a proof of their Berlin address. If two artists apply, both need to live and work in Berlin, if three apply, at least two etc.*).
- Students are not eligible for funding.

Does your project proposal fulfil all the conditions and you would like to apply?

Then please read this information sheet carefully!

Application sum

The grants are intended to support travel and transportation costs for the presentation of artistic works abroad. Not eligible for funding are costs for accommodation, daily allowances, meals, etc.

Application sums for the grant are staggered from € 500, 1.000, 2.000, 3.000, 4.000, 5.000, 6.000, 7.000 up to € 8.000.

Please note that you have to fill in the attachment „[Reisende und Transport](#)“ (Travellers and Transport).

An application sum of more than € 8.000 can be granted when specific justification is given. Please fill in the sum in section 3 of the attachment.

The amount of the grant is determined according to the scope of your presentation project abroad.

Please note that necessary assistance and access costs for artists with disabilities are eligible for funding (e.g. for an extra person accompanying the artist, mobility aids etc.).

Time Requirements

The presentation abroad (i.e. exhibition, performance etc.) **has to be realised in the respective financial year. The project must not have started or taken place yet.**

Travel plans submitted by the application deadline of 2 May 2024 can take place in July 2024 at the earliest until the end of 2024.

Travel plans for 2025 should be submitted in the second round of applications, by 17 October 2024.

Allocation of funds

An independent expert jury decides on the applications to be funded. The choices are based on the artistic quality of the projects, the quality of the cooperation with the foreign partner as well as the expected resonance and sustainability of the project. Depending on the scope of applications the jury may also decide on reductions in the amount of the grant. The composition of the jury will be published in due course. We kindly ask you to please refrain from contacting the jury members personally.

The result of the jury meeting will be communicated by email to all applicants approximately 8 weeks after the submission deadline. The names of the funded artists/groups will be published.

Exclusion

Excluded from the application process are:

- Members of the jury and employees of the Senate Department for Culture and Social Cohesion and their family members
- Artists without residency in Berlin and groups whereof less than the majority live and work in Berlin
Please note: Applicants have to submit a proof of their Berlin address. If two artists apply, both need to live and work in Berlin, if three apply, at least two etc.
- Students
- Artists holding a permanent professorship.

Application process

Applications as well as all attachments can **only be submitted online**.

The **online application form** can be found here:

<https://fms.verwalt-berlin.de/egokuef/egokuefservice/main>

Application completion aid

- Once entered the online application centre, please choose the following:
Förderbereich (area of funding): **Kulturaustausch**
Förderprogramm (funding programme): **Reisestipendien**
- Please do not forget to include **link(s) to your website(s)**.
- Please note that **attachments can only be uploaded in these formats: .docx, .xlsx or .pdf**

It is possible to include links to other files, such as photo-, video- or audio-files and make them accessible to the jury online (password-protected, if necessary).

Further material on paper will not be accepted.

- The actual **application form** and the short description of the project (max. 1,900 characters including spaces) have to be written in **German**.
- **Attachments** can be submitted in either **German or English**.
- **Please make sure to respect the limitation of pages for your attachments! (If exceeded, your application cannot be considered.)**

At the end of the online application process a pdf-document of your filled-in application form is automatically produced for you („Formularansicht“).

Necessary attachments

1. **Project description - Maximum 5 DIN A4 pages**
Description of the project/travel plan (artistic subject/format, aims, involved artists) and details on travel and realisation abroad.
Please note that the maximum number of pages must not be exceeded!
(max. 2 MB, file in docx- or pdf-format)
file name: PB_Name Antragsteller:innen
2. **Invitation letter/cooperation agreement from partner/venue abroad**
Including details on their support (financial support and/or contributions in kind), full address and signature.
(max. 2 MB, file in docx- or pdf-format)
file name: EINLADUNG_Name Antragsteller:innen

3. **Information on the cooperation partner abroad - Maximum 2 DIN A4 pages per cooperation partner**
Short description/profile (e.g. from their website).
Please note that the maximum number of pages must not be exceeded!
(max. 2 MB, file in docx- or pdf-format)
file name: KOOP_Name Antragsteller:innen

4. **Artistic CV(s) - Maximum 5 DIN A4 pages**
For group applications please merge all CVs into one document.
Please note that the maximum number of pages also applies to groups and it must not be exceeded!
(max. 2 MB, file in docx- or pdf-format)
file name: CV_Name Antragsteller:innen

5. **Portfolio/documentation of artistic work - Maximum 5 DIN A4 pages**
It is possible to include links to audio-/video- or other files (password-protected, if necessary).
For group applications please merge all information into one document.
Please note that the maximum number of pages also applies to groups and it must not be exceeded!
(max. 10 MB, file in docx- or pdf-format)
file name: Portfolio_Name Antragsteller:innen

6. **Attachment „Travellers and Transport“ and, if applicable, justification for additional requirements if application sum is over € 8,000**
Please use the template [Anlage Reisende und Transport](#). All persons travelling must be listed for whom the travel grant is to be applied for.
(max. 2 MB, file in docx- or pdf-format)
file name: Reisende_Name Antragsteller:innen

7. **Proof of identity (identity card or passport) AND proof of principal residence in Berlin including actual address** (respective page of identity document or confirmation of registration / „Meldebestätigung“)
FOR GROUPS: All travellers must provide proof of identity. More than 50% of the artists travelling must provide proof of principal residence in Berlin.
Please include the back of the identity card, if this shows your Berlin address. A (German) passport document on its own is not sufficient, if it does not contain the proof of your Berlin address. An additional proof („Meldebestätigung“) is needed in that case. If your residence document contains your Berlin address, that particular page is sufficient in addition to your passport.

A proof of registration in Berlin is mandatory!
In the case of group applications, the documents of the members shall be merged into one file. Please note that all identification documents must be uploaded in one file!
(max. 8 MB, file in docx- or pdf-format)
file name: MB_Name Antragsteller:innen

8. FOR non-EU citizens also:

Residence permit or confirmation of right of residence (only, if not included in passport).

Proof must be provided by the applicant and the members of an applying group, if applicable.

In the case of group applications, the documents of the members shall be merged into one file.

(max. 2 MB, file in docx- or pdf-format)

file name: PASS_Name Antragsteller:innen

9. Only for group applications (in that case mandatory!):

In case of an existing GbR, please submit the contract. Alternatively submit the „GbR-

Erklärung“ signed by all travellers, if the group forms a new GbR for the purpose of this

international travel project. Again, the declaration needs to be signed by all travellers. Please

use this template: [Vordruck der GbR-Erklärung - Gruppenvollmacht](#).

It is recommended that members of a GbR provide one member with an official authorisation to

represent the whole group. The application must be submitted by the authorised person.

Authorisation cannot be granted to external persons.

(max. 2 MB, file in pdf-format)

file name: GBR_Name Antragsteller:innen

SUBMISSION DEADLINES:

2 May 2024 for the current year 2024 at 2pm (CET)

17 October 2024 for the calendar year 2025 at 2pm (CET)

Please note that on the day of the submission deadline the application needs to be submitted by 2pm (local Berlin Time). Transfers that have started will **automatically stop at 2pm**.

We strongly advise you to submit your application in good time and have all necessary attachments ready beforehand. Please make sure that you use a stable network connection with sufficient speed and capacity to transfer large amounts of data. For further information on submitting applications electronically, please see our FAQs:

<http://www.berlin.de/sen/kultur/foerderung/antragscenter/artikel.85073.php>

Further information:

- **Only complete and formally valid applications that arrive on time can be considered for funding.**
- The Senate Department for Culture will NOT contact you, if you hand in incomplete or faulty applications. Missing documents will not be requested.
- Not respecting the limitation in data volume or page numbers can lead to formal exclusion, too as can missing documents (e.g. proof of identity, proof of residence in Berlin).
- **Please carefully check whether your application is complete before submission!**
Subsequent submissions are only permitted if they were unavoidable (e.g. extension of residency permit, which was not issued in time).

All information given is treated confidentially and used exclusively for the selection and funding process.

If the grant can be considered as state aid, the funding is awarded on the basis of Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty on the Functioning of the European Union (General Block Exemption Regulation) (OJ L 187/1, 26/6/2014).

Companies that have not complied with a recovery injunction based on a previous Commission decision on the inadmissibility of an instance of state aid and its incompatibility with the internal market will not be granted individual aid.

Contact / further information:

Antje Glawe
phone: (030) 90 228 - 676
e-mail: Antje.Glawe@kultur.berlin.de

<http://www.berlin.de/sen/kultur/foerderung/foerderprogramme/internationaler-kulturaustausch>