

INFORMATION SHEET
For cultural exchange grants of the federal state of Berlin 2025
Visual Arts, Literature, Dance - PARIS

The Berlin Senate Department for Culture awards - subject to the availability of funds - CULTURAL EXCHANGE GRANTS for artists working in visual arts, literature or dance at our partner institution [Cité Internationale des Arts](#) in Paris:

1 grant for six months: May - October 2025

Deadline for applications for 2025:
5 September 2024 at 2 pm (CET)

WHAT IS SUPPORTED?

The grant serves the artistic development of professional artists based in Berlin working in visual arts, literature or dance. The stay abroad should enable the artist to gain an understanding and knowledge of the cultural scene of the host country, to study current developments of the local scene, to network, exchange ideas, gain inspiration and to realise an artistic project on site. The *Cité Internationale des Arts* provides a studio flat (<http://www.citedesartsparis.net/>).

WHO CAN APPLY?

The funding is provided for professionally working artists who live, work and are registered in Berlin. Applicants need to have already proven themselves through their artistic work. Artists who are enrolled at a university or hold a permanent professorship cannot apply. Former grantees can re-apply, if their last grant ended two years ago (September 2022 or before).

If you fulfill all requirements and would like to apply, please read this whole information sheet carefully!

Funding volume

The Senate Department for Culture provides the following:

A monthly grant of € 2.500 (for living, travel, material costs) for the period of six months plus use of a studio flat at the *Cité Internationale des Arts*. The annual studio and programme fee is directly paid by the Senate Department for Culture. During the artist's residency the staff at the *Cité* look after the Berlin artist and arrange contacts to the local scene on request. The local office of the Goethe Institut might also be able to assist. Events organised by the *Cité* (i.e. open studios, exhibitions, artists' talks) offer opportunities for Berlin artists to present their work to an international audience. Please note that the *Cité*

is not liable for the luggage, any personal belongings or art works of the Berlin artists. Therefore we advice applicants to take out appropriate foreign insurances (including health insurance).

Conditions

Support is provided to artists who have proven themselves through their artistic work and who provide proof of this with samples of their work. Applicants should be able to communicate in French. Presence on site is compulsory for the duration of the grant.

Please note that all grants of the federal state of Berlin (work, research and cultural research grants) can be combined up to an amount of 24.000 € per year. If you already know, that you receive another grant in 2025, please state this in your application.

Allocation of funds

An independent expert jury decides on a pre-selection of applications to be funded. The representatives of the *Cité* make the final selection. The composition of the Berlin jury will be published on our website. We kindly ask you to refrain from contacting jury members. Applicants usually receive notification of the preselection in December 2024 and of the final selection result in January 2025.

The names of the funded artists will be published.

Application process:

Applications as well as attachments can only be handed in online. The online application centre can be accessed here:

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

APPLICATION COMPLETION AID

- Upon accessing the online application centre, please choose the following:
Förderbereich (area of funding): *Kulturaustausch*
Förderprogramm (funding programme): *Kulturaustauschstipendium Bk, Lit., Tanz: PARIS*
- Please do not forget to include link(s) to your website(s)!
- Please note that attachments can only be uploaded in these formats: **.docx or .pdf**
- Please note that the online form needs to be in GERMAN, the attached application form in ENGLISH, all further attachments can be in GERMAN or ENGLISH!
- 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. At the end of the application process a pdf-document of your filled-in application form is automatically produced for you („Formularansicht“)

NECESSARY ATTACHMENTS

Please make sure to respect the limitation of pages for your attachments! (If exceeded, your application cannot be considered.)

1. **Application form (to be completed in English!)**
max. 500 KB, docx-, pdf-file
file name: APF_Name Antragsteller:innen
2. **Project description, max. 5 pages incl. cover sheet**
Content of the study/research project (key aspects, aims etc.)
max. 2 MB, docx-, pdf-file
file name: PB_Name Antragsteller:innen
3. **Artistic CV, max. 5 pages incl. cover sheet**
The CV should include details on your artistic career, grants, awards and (a selection of) the most important exhibitions of the last three years
max. 2 MB, docx-, pdf-file
file name: CV_Name Antragsteller:innen
4. **Proof of identity (identity card or passport) **AND** proof of principal residence in Berlin with actual adress (respective page of identity card/passport OR Confirmation from the Residents' Registration Office/'Meldebescheinigung')**
max. 6 MB, pdf-file
Please make sure to also send the respective page of the passport document, which contains your Berlin address. If the passport document does not contain your Berlin address, please hand a document (Aufenthaltsdokument or Meldebestätigung) which does.
Proof of identity AND Berlin registration address is mandatory! If you are unsure what to submit, please ask in advance!
file name: PASS_MB_Name Antragsteller:in
5. **Portfolio/Documentation of artistic work* - max. 10 pages incl. cover sheet**
max. 12 MB, docx-, pdf-file
file name: Portfolio_Name Antragsteller:in

*Video-/Performance art/Dance: links to video with a duration of up to 10 minutes or to further material (programme booklets etc.) can be included

Literature: if applicable, you can include a reading sample of a literary project that has not yet been completed and which is to be supported by the grant (max. 10 pages!)

Deadline for applications:

5 September 2024 at 2 pm, (CET)

Please note that on the day of the submission deadline the application needs to be fully submitted by 2 pm (CET) including all attachments. We strongly advise you to submit your application in good time and have all necessary attachments ready beforehand

For further information on submitting applications electronically, please see our FAQs: <https://www.berlin.de/sen/kultur/foerderung/antragscenter/artikel.85073.php>

Exclusion

Students, members of the jury and employees of the Senate Department for Culture and Community and their family members are excluded from the application process.

Further information:

Please note that only applications which meet all criteria and are completed will be considered for the jury process. The Senate Department for Culture will NOT contact you, if you hand in incomplete or faulty applications. Missing documents will not be requested.

Exceeding the data volume or page numbers can lead to formal exclusion, so can missing documents (e.g. 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. After completion of the selection process, all applicants will receive a written notification.

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.

Further information:

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