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## INFORMATION SHEET Travel Allowances – International Cultural Exchange

**Please read all information carefully until the end of the document.**

Subject to the availability of funds, Berlin's Senate Department for Culture and Europe shall grant travel allowances for work abroad for projects in the context of international cultural exchange.

### Target group

Travel allowances are available for projects by individual artists, groups and ensembles of all disciplines and genres undertaken in cooperation with a suitable foreign partner active in international cultural exchange. Funding shall be provided to eligible applicants who have already received public acclaim for their artistic achievements. Authorized to apply are persons, groups and institutions residing in Berlin (first residence). In the case of groups, the majority of the group members must live and work in Berlin. Artists who are non-EU nationals may only apply if their passport contains a note from the German immigration authority (Ausländerbehörde) stating that they are allowed to be self-employed. Students may not apply for funding.

### Purpose of funding

Travel allowances are intended to support the international presentation of artistic work by Berlin-based artists and groups. Funding shall be provided for outstanding collaborative projects with cooperation partners active in international cultural exchange. Local cooperation partners are expected to make a contribution to the project. There should be a reasonable expectation that the project will establish long-term international contacts.

Travel allowances are awarded for projects that are limited in time, **that have an impact on the public and are presentation formats: e.g. exhibitions, concerts and guest performances.**

**Excluded are: pure artists-in-residence programmes, work, research and study abroad stays, and projects conducted abroad without local cooperation partners are not eligible for funding through this programme.**

Artistic quality and sustainability of the collaboration are decisive criteria for funding.

### Funding Volume

Funding is provided in the form of grants for travel and transportation expenses incurred in connection with projects undertaken abroad.

Accommodation costs and daily allowances will **not** be covered.

Assistance and access costs necessary for travel and transport for artists with disabilities (e.g. for an accompanying person for severely disabled artists, the transport of a wheelchair or mobility aids) can be covered in appropriate cases.

### Conditions

The project (e.g. exhibitions, concerts and guest performances) **must take place in the respective funding year.**

The **implementation of the project** may only begin from the date of issue of the grant notification. Costs incurred or expenses incurred prior to this date are not eligible for funding.

### Awarding of the grants

An independent jury decides on the applications. The names of the jury members will be published in due course.

We ask that you refrain from contacting the jury members personally in the run-up to the process.

All applicants will be informed about **the result of the jury meeting by e-mail approximately eight weeks** after the submission deadline.

The names of the funded artists will be announced to the public.

### Exclusion

Members of the jury and employees of the Senate Department for Culture and Europe and their relatives are excluded from submitting applications.

Artists or groups whose majority of members do not reside in Berlin as well as institutions that are not based in Berlin are not eligible to apply.

Students are excluded from funding.

### Application procedure

Applications – as well as all attachments – must be submitted electronically.

The **application form and the brief description of the project contained therein must be submitted in German**. The attachments can be submitted in German and English.

The **online application** form is accessible here:

<https://fms.verwalt-berlin.de/egokuelf/egokuelfservice/main?fb=5&pr=5.1>

Please choose the following funding programme:

Förderbereich: **Kulturaustausch**

Förderprogramm: **Reisezuschüsse für Auslandsvorhaben**

**Please be sure to include the link to your website in the online application form (if available). Photos, videos or other documents that cannot be uploaded electronically (e.g. mp4 formats) can be provided to the jury on the internet (password protected if necessary). Additional documents in paper form will not be accepted.**

At the end of the electronic application process, you will receive a PDF version of your completed application form ("form view") as proof.

### **Notes on the attachments to be uploaded to the application:**

#### **1. Project description**

**(max. 2 MB, docx-, pdf-file)**

Description of the content of the artistic project (topic, goals, project participants, etc.) as well as the practical implementation and time schedule abroad; **max. 10 pages** of text, including sketches, photos and images if necessary.

*File name: PB\_name of applicant*

**2. Budget Plan**

**(max. 1 MB, xlsx-, pdf-file)**

Detail travel/transport costs. Please note that costs covered by the partner abroad do not need to be included. For those items, it is sufficient to include a statement, for example: 'Hotels/local costs to be borne by organizer'). Please use the sample "[Muster Kostenaufstellung](#)" from the website.

*File name: FP\_name of applicant*

**3. Invitation letter or cooperation agreement with cooperation partner abroad with details of the services and address of the partner**

**(max. 2 MB, docx-, pdf-file)**

The letter should indicate services/contributions of cooperation partner.

*File name: EINLADUNG\_name of applicant*

**4. Information on the local cooperation partner**

**(max. 2 MB, docx-, pdf-file)**

Brief introduction and profile of the cooperation partner (e.g. from the website)

*File name: KOOP\_name of applicant*

**5. Artistic CV of the applicant and/or the members of the ensemble/group**

**(max. 2 MB, docx-, pdf-file)**

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

*File name: CV\_name of applicant*

**6. For natural persons as applicants: copy of identity card (front and back) or confirmation of registration of the applicant and the members of the participating ensemble/group (registration confirmation from the Residents' Registration Office).**

In the case of group applications, the confirmations must be merged into one file.

A copy of the passport is NOT sufficient, as it does not contain the registration address. If only the passport is available, it is mandatory to submit the passport AND the confirmation of registration.

**In the case of legal entities as applicants (e.g. registered association, gGmbH), please upload an extract from the register with proof of the registered office in Berlin.**

**(max. 2 MB, docx-, pdf-file)**

*File name: MB\_name of applicant*

**7. Copy of the residence permit (Aufenthaltstitel) or certificate of right of residence of citizens from non-EU countries**

**(max. 2 MB, docx-, pdf-file)**

*File name: PASS\_name of applicant*

**8. Portfolio and/or documentation of previous artistic work**

**(max. 10 MB, docx-, pdf-file)**

**Max. 10 DIN A4 pages**, insertion of links to websites or to videos possible (password protected if necessary). Please focus on work from the last three years.

*File name: Portfolio\_name of applicant*

9. **Only for group applications** (but mandatory there):

GbR contract in the case of an existing GbR or GbR declaration with the signature of all group members if the group only formally joins together to form a GbR for the application.

The declaration must be signed by all applicants involved - just as the registration address must be verified by all group members. If there is already a GbR contract, please submit a copy of it. Please use the [sample GbR declaration](#) from the website.

**(max. 2 MB, pdf-file)**

*File name for the online application: GbR\_name of applicant*

**Application deadlines**

**May 2<sup>nd</sup> for projects in current year / October 15 for projects in the following year.**

Please note that the online application must be submitted by 11:59 p.m. on the respective submission deadline.

After that, the application submission will automatically be assigned to the next submission deadline.

We strongly recommend to start the application process in time and to prepare all required documents beforehand.

Please also ensure that you use **a stable network connection with sufficient speed and capacity** for transferring large amounts of data.

You can find further instructions on submitting applications electronically in our FAQs:

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

**Additional information:**

**Only formally valid applications can be considered for the jury procedure.**

**Missing documents will not be requested.** Please check your application carefully for completeness before sending it electronically. Subsequent submissions are permitted **until the end of the application period at the latest**, provided they are unavoidable and absolutely necessary (e.g. extension of residence titles issued by the relevant authorities only after submission of the application).

All information will be treated confidentially and will only be used for decision-making and funding purposes (privacy policy in the online form).

If the grant can be considered state aid, this funding is being 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.

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