

Division I A - Funding for Artists, Projects, and  
Independent Groups

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**INFORMATION SHEET**  
**on work stipends for literature**  
**in non-German language in 2025**

Application deadline: 16 May 2024, noon

In 2025 – subject to the availability of funds – the Berlin Senate Department for Culture and Social Cohesion will award work stipends to writers residing in Berlin who write in a language other than German.

**Target group**

The stipends are intended for the artistic development of professionally working authors. Funding is provided for temporary work projects or the continuation or completion of specific works. The criteria for awarding a stipend are primarily quality, ability for development and continuity.

Only writers whose primary place of residence is in Berlin and who do not write in German will be granted a stipend.

Authors writing in German can apply for a work stipend for literature in German 2025 until 30 April 2024. It is possible to apply for both funding programs, but only one scholarship can be granted.

**Purpose of funding**

The working stipends are intended for artistic training and practice and to enable Berlin authors of fiction, children's and youth literature, and poetry (excluding drama and translations) to concentrate on their literary work for the duration of the stipend without economic or material constraints.

During the stipend period, writers will get the opportunity to:

- Do preliminary work for a literary project,
- Continue texts that have already been started
- Finish texts.

The stipends are also intended to keep the Berlin literary scene alive by promoting innovative texts and their authors.

### **Eligibility and conditions**

The stipend is intended for writers who have already published books or literary texts or who can prove their literary talent by providing samples of their work.

1. The funding is available for writers whose primary residence is in Berlin. Proof of this (primary residence, confirmation of registration [“Meldebestätigung”], or a copy of the back of the applicant’s identity card) must be submitted as an attachment with the online application. Stipend holders are obliged to maintain their primary residence in Berlin for the duration of the stipend. The Senate Department for Culture and Social Cohesion must be informed immediately of any change of residence.
2. Only one application per applicant is possible.
3. The work stipend for literature in non-German language cannot be combined with a grant from the German Literature Fund (Deutscher Literaturfonds) and others within the same funding period

A public presentation is planned with the stipend holders in August/September 2025. The organizer will contact the stipend holders.

### **Exclusion**

Employees of the Senate Department for Culture and Social Cohesion and members of the jury, as well as their families, are not eligible to apply.

Applicants may not be enrolled in a college or university literary-educational program (e.g. Leipzig, Hildesheim, Biel, Vienna, or others). Writers who work as professors at a college or university are not eligible to apply.

All stipends from the state of Berlin (work, research, and cultural exchange stipends) can be combined up to an amount of €24,000 per year.

### **Funding volume**

The stipends are each endowed with a lump sum of €24,000 for a period of 12 months, €16,000 for a period of 8 months and €8,000 for a period of 4 months.

In the online form, applicants are asked to select the stipend amount they are applying for. The jury decides on the stipend amounts based on the applications as a whole.

### **Allocation of funding**

An independent jury decides on the applications. The composition of the jury will be determined after receipt of the application documents in order to take into account the languages of the text samples. The jury usually consists of six or seven people (mainly translators). The names of the jury members will be announced in July 2024. We ask that you refrain from contacting the jury members personally in the run-up to the process. A decision is expected by December 2024.

All applicants will be notified of the results in writing by email. The names of the stipend recipients will be announced to the public.

## **Submitting an application**

**Applications – and all attachments – must be submitted electronically.**

The electronic application form and the option to upload the required attachments can be found on the Internet at:

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

Please choose the following funding program:

Förderbereich/Funding area:	Literatur
Förderprogramm/Funding program:	Nichtdeutschsprachige Literatur

Please do not use any old links you may have saved or links from external providers to access the online form; rather, please access the online form only via the website of the Senate Department for Culture and Social Cohesion!

At the end of the online application process, you will receive a PDF version of your completed application form ("Formularansicht" [Form View]) as proof.

### **Application form**

Please include a precise and informative description of your work project (max. 1,900 characters including spaces and paragraphs) in the application form under the item "Kurzbeschreibung des Projektes / des Vorhabens" (short description of project). Please indicate the language of the text sample in the short description.

*The online application form and the short description must be completed in German. Applications that do not meet these requirements will not be admitted to the jury process and will be formally rejected.*

All other application documents and attachments may be completed and submitted in German or English.

### **Instructions for attachments to be uploaded in the online application:**

#### **1. CV in German or English**

CV should also include a list of your publications in the last three years with title, place of publication and medium (print media, radio, film, television, sound recording, etc.)  
(max. 2 MB, docx, pdf file)

*File name for the online application: CV\_applicant's name*

#### **2. Project description / Exposé in German or English**

The exposé refers to the submitted text sample and describes e.g. the project's thematic or aesthetic focus, the planned further course of the text sample, etc. Please indicate the language of the text sample in the exposé.

The exposé should not exceed 2 pages.  
(max. 2 MB, docx, pdf file)

*Project descriptions longer than 2 pages will not be accepted (cover pages, bibliographies, illustrations etc. are included). The decisive factor is the number of pages!*

*This enables the jury to conduct an equal-opportunity procedure for evaluating the applications! If this attachment does not comply with the stated conditions, the application will not be admitted to the jury procedure and will be formally rejected*

*File name for the online application: Expose\_applicant's name*

### 3. Text sample of an unfinished literary project in the original language

The text sample should not exceed 20 pages.

(max. 6 MB, docx-, pdf-file)

*Text samples longer than 20 pages will not be accepted (cover pages, bibliographies, illustrations etc. are included). The decisive factor is the number of pages!*

*This enables the jury to conduct an equal-opportunity procedure for evaluating the applications! If this attachment does not comply with the stated conditions, the application will not be admitted to the jury procedure and will be formally rejected*

*File name for the online application: AP\_applicant's name*

### 4. (Optionally) Up to two further text samples and/or German translations of parts of the submitted text sample

The further text samples or translations should not exceed 20 pages.

(max. 6 MB, docx-, pdf-file)

*File name for the online application: WA\_applicant's name*

### 5. (Optionally) Documentation and information material about the previous artistic work

(max. 4 MB, docx-, pdf-file)

*File name for the online application: DOKU\_applicant's name*

### 6. Proof of residence in Berlin and residence permit

#### 6.1. For applicants with German citizenship:

- A copy of your identity card (Personalausweis) (front and back) OR
- A copy of the registration confirmation (Meldebestätigung) issued by Berlin's residents' registration office

The uploaded document must contain the Berlin registration address. A copy of your passport is NOT sufficient, as it does not contain the registration address.

If only a passport is available, the confirmation of registration must be submitted.

*If this evidence is not provided in the application, the application will not be admitted to the jury process and will be formally rejected.*

(max. 2 MB, docx, pdf file)

#### 6.2. For applicants from EU countries:

- A copy of your identity card (Personalausweis) (front and back) AND
- A copy of the registration confirmation (Meldebestätigung) issued by Berlin's residents' registration office

The uploaded document must contain the Berlin registration address.

*If these documents are not provided in the application, the application will not be admitted to the jury process and will be formally rejected.*

(max. 2 MB, docx, pdf file)

#### 6.3. For applicants from non-EU countries:

- A copy of your identity card (Personalausweis) (front and back) AND
- A copy of the registration confirmation (Meldebestätigung) issued by Berlin's residents' registration office AND
- A copy of your residence permit or certificate of the right of residence (front and back)

The uploaded document must contain the Berlin registration address.

The residence permit must contain the type and the validity date of the title.

*If these documents are not provided in the application, the application will not be admitted to the jury process and will be formally rejected.*

*If there is no valid residence permit during the period of the scholarship, no scholarship will be granted.*

(max. 4 MB, docx, pdf file)

***All documents to prove the Berlin address and identity as well as the residence permit must be uploaded together in one file.***

*File name for the online application: MB\_applicant's name*

### **Deadline for submission of the application**

**The application deadline is 16 May 2024, noon**

**Online applications must be received by noon.**

**An upload is no longer possible after noon.**

Please ensure that you use a stable network connection with sufficient speed and capacity to upload 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>

### **Applications cannot be sent by mail.**

We strongly recommend that you start the application process in good time and prepare all the necessary documents in advance. You have several weeks to do this. We do not recommend submitting your application on the last day of the application period, as experience has shown that upload times can be delayed. We would like to point out that applicants are responsible for submitting the application on time.

Only complete, formally valid, and timely applications will be considered for evaluation. Missing documents will not be requested. Please check your application carefully to ensure it is complete before sending it electronically. If attachments to the application (such as official documents, mandatory attachments) are incomplete or do not meet the conditions described in the funding guidelines, the application will not be admitted to the jury process and will be formally rejected.

Subsequent submissions are no longer possible after the application has been sent. If you wish to make changes to your application materials within the application deadline, you must submit a new application and withdraw your old application. Please inform us about this by e-mail and state your application ID and check number (Prüfziffer).

All information is treated confidentially and is used exclusively for decision-making and funding purposes (our privacy policy is in the online form).

### **Additional information**

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.

**Contact / More information:**

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