

Funding guidelines: Module II KUNST.TRANSFER – Project Funding

As of: 01.06.2022

Eligibility criteria:

- Projects in the sense of cultural exchange are supported both in Dortmund and locally in the twin towns.
- The project should be completed after implementation and made available to the public as a format.
- A cooperation with artists / creatives / institutions from one of Dortmund's twin towns is required.

Funded items:

- Funding for personnel costs, (ancillary) production and material costs as well as travel costs (for orientation see Table 1: Travel allowances per twin town)
- Funding for targeted and sustainable public relations work
- Accommodation should be provided by the respective host, if possible, as part of the cooperation.
- A personal contribution is not required.
- Acquired or planned third-party funds must be shown.

Travel allowances per twin town, the **maximum lump sums** mentioned apply to the return journey or flight:

Twin City	Distance from Dortmund	Maximum lump sums (to and from)
Amiens, FRA	ca. 400 km	max. 180,00 €
Leeds, GBR	ca. 650 km	max. 280,00 €
Novi Sad, SRB	ca. 1.500 km	max. 300,00 €
Rostow am Don, RUS	ca. 2.500 km	max. 400,00 €
Trabzon, TUR	ca. 2.700 km	max. 400,00 €
Netanya, ISR	ca. 3.000 km	max. 550,00 €
Buffalo, NY, USA	ca. 6.200 km	max. 850,00 €
Xi'an, Shaanxi, CHN	ca. 7.800 km	max. 1.100,00 €

Table 1: Travel allowances per twin town

Programme participants are obliged to obtain sufficient information about the requirements in the host country. Find out about topics such as (foreign) health insurance (including repatriation from abroad), social security for freelance artists, artists' social security and the tax law applicable to you. In addition, you should be in possession of a European health insurance card. Early travel bookings and accommodation reservations can reduce costs. Taking out travel cancellation insurance is recommended to avoid cancellation fees or forfeiture of booked tickets and accommodations. We ask you to apply for visas independently when travelling to twin towns outside the EU (assistance/formal letters from the Kulturbüro/Cultural Office of the City of Dortmund possible). Obtain permits locally (if relevant for the projects, e.g. in public spaces).

For measures in the context of public relations, we would like to ask you to always decide under the aspect of sustainability when planning printed publications, such as flyers, posters, programme booklets, etc. As a rule, print products with dates have lost their topicality after events or the like and are disposed of. It must also be questioned whether the costs and effort are in relation to the achieved range. Online platforms and social networks are usually used because of their specifically applied control of target groups and thus also reach potentially interested parties nationwide. The resulting costs are eligible for funding and are part of public relations.

Eligible to apply are:

- Artists and creatives who usually work and live in Dortmund.
- Artists of all disciplines and those working on an interdisciplinary basis**.
- Individual artists, clubs, associations, collectives.

*** Artists working on an interdisciplinary basis are active in more than one discipline.*

Application procedure:

The applicant is always the artist, the association or the artist collective living and working in Dortmund.

Please refer to the information on the website for the application deadlines 2022 at the start of the programme.

The call for applications will be communicated on the relevant digital platforms. In addition, the overall distribution list of the Kulturbüro (Cultural Office of the City of Dortmund) is activated and individual mailings will be sent to multipliers.

The following must be submitted:

Application form, taking into account the following criteria:

- Presentation of the content of the project and the final format, taking into account the guidelines.
- Information on the relevance with regard to the formation of sustainable structures and on the topicality of the project in an artistic, cultural and international context.
- Presentation of the cooperation partners from the respective twin town.
- Outline of a schedule

Balanced expenditure and financing plan for project funding:

- (Ancillary) production and material costs, travel expenses, fees for artists/creatives, rental fees for media and technology, room hire, public relations, other material costs.
- Third-party funding, if this is planned or already acquired.
- A personal contribution is not required.

Enclosures:

- Brief CV or work biography of all relevant participants; in the case of collectives, associations, etc., a description of activities, presentation of the association's goals, etc. – link to the homepage, instead of extensive catalogues.
- Letter of intent or written confirmation by email from the artist from the twin town
- Balanced expenditure and financing plan.

The applications received will be formally examined after expiry of the application deadline. If the formal requirements are satisfied, the concepts will be evaluated on the basis of the content and technical criteria published as part of the application process.

The Kulturbüro (Cultural Office of the City of Dortmund) makes its funding decision on this basis. The Kulturbüro (Cultural Office of the City of Dortmund) submits selected applications to the Committee on Culture, Sport and Leisure as part of the annual funding report.

Evaluation takes place after the respective application deadline. Application deadlines are expected to be set in March for realization in the 2nd half of each financial year, and probably in October for realization in the 1st half of the following year. Please note the time frameworks for your project planning as well.

Appropriations are available in the financial year in question, and multiyear funding is not possible.

Please refer to the information on the website for the application deadlines 2022 at the start of the programme.

Application deadlines and time schedules can still be adjusted or postponed during the ongoing work process. Maximum lump sums or the distribution of the existing budget will be adjusted after a first application process or the procedure for the call for applications in 2023 will be reviewed.