Guidelines for applicant institutions

We welcome the great interest being shown in this international aid fund. To simplify the application process, we’ve created these guidelines to answer the most important questions and serve as a checklist for your application.

If you have further questions, please contact your local Goethe-Institut for assistance.

Who can apply?

* Institutions and organizations demonstrating **three or more years of cultural work** with relevance to civil society.
* Institutions that have **already worked with the Goethe-Institut or the German Embassy in the past**
* Institutions and organizations that have suffered a detriment from the **Corona Crisis**

**What can the funding be used for?**

Funding is being provided for projects running from **September 2020 to December 2020.** The maximum funding available per institution is **25,000 euros.**

Funding cannot be provided for projects that are already underway.

Examples for funding eligibility include:

* Projects with a specific objective and timeline to maintain or rebuild infrastructure (such as remodeling a theater to meet Corona requirements, in conjunction with rent payments up to re-opening)
* Start-up financing for infrastructure expansion at civil society organizations to enable new project formats (temporary personnel costs, equipment, qualification & professionalization, such as staff training for an alternative cultural space or media office for marketing / audience development, in conjunction with wage payment during the project time frame)
* Projects for (new) equipment (such as furnishing an ensemble with recording equipment to facilitate high-quality digital performances)
* Projects for developing new digital formats and/or training and qualification (such as digital training for stage staff, in conjunction with continued payment of regular wages throughout the project time frame as well as development of a new website)

How can I apply?

If you meet the requirements and would like to apply, please contact your local Goethe-Institut. They will be able to provide you with a link to the **online application platform.** The platform will be open for applications between **20 June and 30 June.** The portal is in **English**. Your responses can be given in English, French, or German.

If you experience technical difficulties with the portal, please contact: hilfsfonds@goethe.de

What documents are required?

For a complete application, you’ll need:

* Proof of past cooperation with the Goethe-Institut or the German Embassy
* Two informative position statements (not longer than 1 page in Microsoft Word) regarding your work from relevant figures in your country (may be submitted in the local language)
* A **statement from the Goethe-Institut** regarding your work (they already have the form)
* A **project description** addressing the following questions
	+ Project idea
	+ How is this project reacting to the new conditions created by the Covid 19 Pandemic?
	+ What specific steps are planned?
* A **project budget**
* **Annual financial statements** or annual revenues from the past two years

Aside from these documents, the portal will additionally ask questions about your organization and you’ll need to consent to your information being shared with the jury as well as to your institution’s name being published in the event funding is awarded.

What is the process?

You can submit your application between 20 June and 30 June. The application must arrive by 30 June, including all information regarding your organizations, project description, and project budget. As an exception, the position statements regarding your work can be submitted by 7 July 2020. Starting on 7 July 2020, applications will be reviewed for completeness and then forwarded to the jury.

The jury will be meeting in the first week of August.

The outcome of the jury’s decision will be notified in mid-August.

What are the selection criteria?

The jury will be evaluating applications based on the following criteria

* The institution’s relevance to civil society
* Quality of the idea and approach to realization
* Plausibility
* Need

When will I receive notification of the decision?

The jury will inform you of its decision in the second half of August. In the event your application is successful, a financial assistance contract will be concluded with the local Goethe-Institut.

When will the funds be paid out?

The total funding amount is scheduled for disbursement in early September.

What do I need to do if my application is successful?

In the event the jury votes in favor of funding for your application, you’ll need to conclude a financial assistance contract with the Goethe-Institut. The contract will spell out the funding terms and conditions. Please be sure to contact your local Goethe-Institut early if you have questions regarding invoicing for the funds or the proof of appropriation.

At the end of the funding period, please provide evidence for how you appropriated the funds. To that end, the proof of appropriation you create needs to comprise a detailed report as well as itemized figures (list of all project revenues and expenses).

The proof of appropriation and the report must be submitted within six weeks of the funding period. You can obtain a format template for the report from your local Goethe-Institut. The proof of appropriation will be audited by the Goethe-Institut.

When does the project end?

The project ends after successful audit of the proof of appropriation and submission of the report.

Good luck with your application! We are happy to be available if you have any questions.