Title Page. Program 2

|  |  |
| --- | --- |
| Institution |  |
| Address |  |
| E-Mail |  |
| Telephone |  |
| Who is to receive the travel grant? | |
| **Trip details** |  |
| Trip from/to |  |
| Arrival/Departure |  |
| Is a Schengen visa necessary? |  |
|  |
| Name of the cultural project (with participation of the invited funded recipients): | |
| Nature of participation/travel destination | |
| How did you find out about the program "Culture in Motion: Regional Mobility Fund of the Goethe-Institut Eastern Europe/Central Asia"? | |
| With the application, the inviting cultural institution / intermediary agrees to organize the trip of the invited cultural worker and to take care of it on site. It also agrees to send a content report to the Goethe-Institut after the trip. | |

|  |
| --- |
| Information on the hosting cultural institution:  Brief **description** **of the host institution** with contact data  Max. 1000 characters without pictures. |

**Description of the event/project** in which the invited person/people will participate. Max. 1700 characters.

|  |
| --- |
| **Description of the project without travel**, in which the invited person(s) will participate. Max. 1700 characters. |

|  |
| --- |
| **Reason for participation** by the selected artist/group of artists (purpose of the trip, involvement of the invited cultural professional, program of the event.Max. 1700 characters. |

|  |
| --- |
| Information on the artist or group of artists invited:  **Curriculum vitae** including contact data.  Max. 1700 characters without pictures. |

|  |
| --- |
| **Documentation** of max. 4 previously completed projects:  • 4 to 6 photos can be attached separately to the application. Please, do not include photos in this form.  • Further links with comments (recordings, video works or audio samples, texts) can complete the project description as a list. |

|  |
| --- |
| Documentation (continued) |

|  |
| --- |
| Documentation (continued) |

**Cost Plan 1 (Trip)**

Please submit costing in EUROS.

Applicant (Name of person/institution, place of residence):

Invited Person (Name, country, city):

Brief description of trip (country, destination):

Travel dates:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Dates/Days | Number of Persons | Price | Total | Link |
| Hotel/accommodations |  |  |  |  |  |
| Per diems |  |  |  |  |
| Train/air travel tickets |  |  |  |  |  |
| Other transportation costs:  airport transfer, local public transportation, etc. |  |  |  |  |
| **Total** |  |  |  |  |  |

INFORMATION ON SUBMITTING APPLICATIONS

1. Reimbursement of travel costs

Please note that only train travel in 2nd class can be approved/reimbursed. In the case of air travel expenses, only expenses for Economy class travel can be reimbursed.

2. Per diems and accommodation allowances

For trips lasting more than one day, a flatrate of 50% of the per diem allowance will be granted for the day of arrival and for the day of departure respectively. The full rate applies for other days of the trip. When creating the cost plan, please note that the daily per diem may not exceed 20 euros; the maximum rate for overnight accommodations is 70 euros.

Cost plan 2 (Project without travel)

Please submit costing in EUROS.

Applicant (Name of person/institution, location):

Person(s) invited, place of residence:

Brief description of the project (Name, destination):

Dates of the project:

|  |  |  |  |
| --- | --- | --- | --- |
| Expense item | Price | Total | Link/accounting basis |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |