

## **Explanatory notice regarding the application**

The whole application process takes place **online**. Only fully completed applications will be processed. If you still have any questions about the application after reading this notice, please contact us.

Only artists **who do not live and work primarily in Germany** may submit an application. Applications must be filled out in **ENGLISH**. The Goethe-Institutes abroad can assist you, if needed, in translating your application.

Projects **already started** before applying **cannot be funded**. If financial liabilities have been incurred before the support has been approved, please request the so-called “early start of the measure” formally with the submission of the documents. The granting of the “early start of the measure” is neither a declaration of intent to fund nor confirmation of approval. Any bookings or signing of contracts in the context of an “early start of the measure” are concluded at the applicant’s own risk.

Only projects that have been **newly developed jointly between the coproducers** can be funded by the International Coproduction Fund.

A coproduction grant can be awarded even if the applicants received a grant or other funding from the Goethe-Institut the year before. The grant is awarded to help fund a specific artistic project – one that is in line with the principles of the International Coproduction Fund. A grant does not form the basis for any claim to funding for other projects.

### Required Documents

- You should present your project in the **Project Description** (max. 2 pages long). Describe the nature and scale of the production and discuss the artistic idea, aims and objectives, and how you intend to achieve them by collaborating with your coproduction partners.
- Present your production planning in the **Schedule**, including a development and rehearsal stage, premiere date(s) and any planned guest appearances.
- A **Profile** describing the ensemble/artists
- A **List of All Participants** indicating each person’s function in the project and the place where they live
- In a conclusive and itemised **Overall Financial Budget**, specify all income and expenses in connection with the production. All amounts are to be stated in EUROS. Payments in

kind (i.e. non-cash benefits) are not to be converted into numerical sums and are not to be included in the budget, but listed separately.

Make sure you indicate whether you have applied for funding from any other institutions and if so, where. If you have already received approval letters or commitments to that effect, please send them as attachments to the application form. Without being asked, you are required to inform the Goethe-Institut about any other funding awarded or applied for and still pending from other institutions.

Provide a clear breakdown of the costs so that the number of persons, the dates, the length of stay in the respective locations, the travel routes and the costs per person are comprehensible and plausible.

There is no benchmark amount of the total production budget since the aggregate costs of productions vary considerably. However, the requested grant should be between no more than €25.000 and no less than €10.000. The submitted amount of the grant will be checked; in the case of an approval, the actual grant received can differ from the requested grant.

- To ensure a correct calculation of the travel expenses in the financing plan, have **two travel expense estimates** drawn up by a travel agency or by an online travel provider and submit them with your application.
- **Letter of confirmation / invitation** from all partners

It is important to include in your application written confirmation from all coproducers, partners and supporters specifying their respective contributions to and other forms of involvement in the project. If you have not received any definite confirmation from certain partners by the deadline for submission of applications, you may submit a letter of intent.

- Due to the sheer volume of data, **audio and visual samples** can only be submitted in the form of Internet links.

#### Follow-up to grant award

In the case of a grant being awarded, the applicant has to submit an **updated financing plan**, from which the amount of the support can be calculated. The local Goethe-Institut abroad will then enter into a coproduction agreement (contract) with the applicant. The contract specifies the framework for the production, the support amount, the usage and property rights of both contractual parties, along with the rights and obligations of the applicant and the Goethe-Institut. The annex of the agreement defines the payment modalities, which

depend on the amount of financial support and the total costs of the production; if financial support up to 10% of the total costs is allocated, a one-time payment after conclusion of contract is possible; otherwise it may take the form of instalments based on the progress made in the production. A detailed statement of the costs and receipts can be requested anytime by the Goethe-Institut.

### Documentation of funding

To conclude the project, you are expected to put together **a short (5-minute) documentary film** (no trailer) where both the process and the results of the project are shown. This film can be posted on the Goethe Institut's website or shown on exchange events. The short documentary film is funded with a supplementary lump sum of € 1,000, which is also regulated in the annex to the grant agreement.