



VISUAL ARTS PROJECT FUND

APPLICATION GUIDELINES

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.

In this document you will find information on the application procedure, the application itself, the documents you need to submit, the support process and its documentation. If you have any further questions about the application procedure after reading these guidelines, please do not hesitate to contact us at projektfonds@goethe.de.

GENERAL INFORMATION

The application process is handled exclusively online via the Goethe-Institut's application portal. We can only process applications that have been submitted in full.

The application must be submitted by one of the project partners (applicant); we will then send an e-mail to the other project partner to be listed in the application asking them to confirm their participation and the correctness of the information provided.

Your application must be written in **ENGLISH**. The Goethe-Institut in your area (abroad) or the Visual Arts Division at the Goethe-Institut's head office in Munich, Germany, will be happy to advise and support you in all matters relating to the application. We cannot fund projects that have already begun at the time of application.

If expenses within the scope of the project applied for are already necessary prior to application or approval, please apply informally for the so-called *early start of measures* (project start) when submitting your documents. Approval of an early start of your project is not a binding declaration of intent or promise of funding by the Goethe-Institut. All bookings and contracts concluded prior to a binding commitment are made at your own risk.

A prerequisite for funding under the Visual Arts Project Fund is that the project is new and jointly developed by the project partners.

Project funding for a specific artistic project that complies with the guidelines of the Visual Arts Project Fund is also possible if funding was already provided in the previous year or if other support has already been granted by the Goethe-Institut. A grant does not constitute a claim to the funding of further projects.

DOCUMENTS AND INFORMATION TO BE SUBMITTED

- Please present your project in a **project description** (max. 2 pages; see also the [Project Description Guidelines](#) on our website). Describe the nature and scope of your project. Also include the artistic concept, target groups, goals and how you can achieve them in cooperation between the project partners.
- A **self-portrayal of the participating artists/curator(s) and institutions**
- A **list of all participants** in the project with their functions and places of residence
- Please indicate all income and expenditure incurred in connection with the project in a detailed and informative **overall financing plan**. On our website you can find a template which you can use.

All figures must be given in EUROS, with indication of the conversion rate. Contributions in kind cannot be converted into a concrete sum and are not part of the financing plan. Please list these separately.

You must indicate whether you are applying for further funding from other institutions, and if so where. If relevant grant notices or approvals have already been issued, please upload this information on the application portal.

You are obliged to provide the Goethe-Institut, as part of your application, with information about approved and pending grants from other institutions as well as the Goethe-Institut without being asked to do so.

Please break down the costs in a transparent format, so that the number of people, travel dates and routes, as well as the time spent at the respective locations and the costs per person are clear and comprehensible.

There is no benchmark for the amount of the project budget, as the total costs of projects vary greatly. The amount of funding applied for should not exceed 25.000 € and not be less than 10,000 €. If your application is approved, the approved funding amount may differ from the funding amount you applied for.

- **Assurances/invitation letters** from all project partners and sponsors, in which they bindingly describe their use of funds and other commitments, are part of the funding application.

If you have not yet received definitive assurances by the application date, e.g. from sponsors, institutions and organizers, you can submit a letter of intent.

- Due to the amount of data, you can submit **image and video samples** only as links.

SUPPORT PROCESS

In the event of a positive support decision, applicants must submit an updated financing plan, on the basis of which the funding amount is finally determined. The responsible Goethe-Institut abroad will conclude a funding agreement with the applicant. The contract sets out the framework of the project, the funding amount and the rights of use and copyright of both parties to the contract; it also regulates the rights and obligations of the applicants and the Goethe-Institut.

The appendix to the grant agreement specifies the modalities for the payment of the grant, which depend on the amount of the grant and the total costs of the project. In the case of a grant of up to 10% of the total costs, a one-off payment may be made after the contract has been signed. Otherwise, instalments will be paid out according to the progress of the project. A detailed statement of the costs and corresponding receipts can be requested by the Goethe-Institut at any time.

Support Documentation

Applicants must document the course of the project photographically and/or on film and submit this at the end of the project together with a report on the course and results of the cooperation. A summary of the report, which must also be submitted, will be published on the Project Fund website together with the photographic and video material.

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