

APPLICATION GUIDELINES

INTERNATIONAL COPRODUCTION FUND (IKF)

The entire application process is conducted **online**. Only applications submitted with all the required documents can be considered. If you have any further questions after reading these notes, please do not hesitate to contact us.

The Goethe-Institut, through the IKF, supports the creation of new productions and the development of existing works in **music, theatre, dance and performance** that are of a high artistic standard and have public impact. Applications should only be submitted by artists, ensembles or institutions whose **primary place of residence and work is outside Germany**, and whose projects are planned in close collaborative partnership with artists, ensembles or initiatives in Germany. Only projects that are **new and created collaboratively** by the coproducers are eligible for funding through the International Coproduction Fund. Applications must be submitted in **ENGLISH**. Local branches of the Goethe-Institut may assist with translation if needed.

Projects that have **already started** at the time of application (for example if flights have been booked or contracts signed) are **not eligible for funding**. Before making any commitments, applicants must request a “early start of measure” by submitting an informal email. Approval of a prior start does not constitute funding approval or a letter of intent to provide funding.

Contacting your local Goethe-Institut is an obligatory requirement. If you have not informed the relevant Goethe-Institut abroad about your project before you submit your application, your project cannot be considered.

Funding for a coproduction is also possible if funding was granted in the previous year or other support from the Goethe-Institut has already been used. The funding applies to a specific artistic project that meets the Coproduction Fund requirements. Receiving funding for one project does not guarantee eligibility for future projects.

Projects that are not eligible for funding are purely commercial projects, commissioned works, guest performances or tours, projects with a residency-based character, music recordings, film or exhibition projects without a performative element as well as ongoing operational costs.

Required project information

(Please read the complete form Blank Application Form)

In the form

- Please present your project in the **Project Description**. Describe the nature and scope of the production. Include details about the artistic concept, goals and key questions, as well as how you plan to achieve them in collaboration with the coproduction partners. (see [Project Description – Guideline](#)).
- In the **Schedule**, outline your production’s planned timeline, including the development and production phases, as well as final rehearsals and performances. When planning your project, please note that the official project period for approved projects begins when the funding is approved and the maximum duration is 15 months (for more detailed information, see “Deadlines and Formalities” on our website).

- A **profile** of the participating collaborators as artists, ensembles, institutions, etc.
- A **list of all participants** involved in the project, including details of their role and place of residence
- **Audio and video samples** should be provided as links (maximum of 12 links)

PDF uploads

- In an itemised and comprehensive **finance plan**, please specify all income and expenses in connection with the production. All amounts should be stated in **EUROS**.

Be sure to indicate whether you have applied for additional funding from other institutions, specifying the name of the institution and status of each application (approved on ... / applied for on ... / to be applied for on ...). Relevant funding approvals or confirmation letters must be submitted, if possible together with the application. The applicant is also obliged to keep the Goethe-Institut informed, without being prompted, about both approved and pending funding from other institutions.

Provide a clear breakdown of the costs so that the number of participants, dates, length of stay at each location, travel routes and costs per person are understandable (for your orientation, see **Template 1 Estimated Budget / Finance Plan**).

There is no benchmark for total production costs because these can vary greatly from project to project. However, the requested amount should be **no more than €30,000** and **no less than €15,000**. The requested amount will be reviewed; if approved, the actual amount granted may differ from the amount requested.

- To ensure travel costs are accurately calculated in the finance plan, obtain **two travel cost quotes** from travel agencies or online travel providers and submit them with your application.
- **Letters of confirmation** from all coproduction partners
All coproduction partners should draw up letters of confirmation, specifying their roles (artistic, organisational, production-related, etc.) as well as allocated resources and/or other forms of involvement.
- **Confirmations/invitations/funding approvals**
Confirmations from funders and other partners (such as organisers, festivals, venues, etc.) with precise details of services provided. If no definitive commitments are available at the time of application, a letter of intent may be submitted.

Next steps in the funding procedure

The decision-making process (from the application deadline to approval or rejection of funding) takes approximately three months. If funding is granted, the applicant must submit an **updated finance plan**, on the basis of which the final funding amount is calculated. The local Goethe-Institut responsible in the applicant's country will then conclude a coproduction agreement with the applicant. The agreement defines the framework of the production, the funding amount and the usage and property rights of both 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 funding and the total production costs. If funding constitutes 10% of total costs, a one-time payment may be made after the agreement is signed; otherwise, instalments may be paid according to the progress of the production. The Goethe-Institut may request a detailed statement of costs and supporting documentation at any time.

Funding documentation

At the end of the project, a **five-minute film documentation** (not a trailer) about the project and the resulting production should be submitted. This may be shown on the Goethe-Institut's website and at exchange events. The short film documentation is supported with an additional **lump sum of €1,000**, which is also regulated in the annex of the funding agreement.