

GUIDELINES

FOR THE GENERAL PROJECT FUNDING OFFERED BY THE
NRW LANDESBÜRO FREIE DARSTELLEND KÜNSTE



**NRW LANDESBÜRO
FREIE DARSTELLEND
KÜNSTE**

Funded by:
Ministerium für
Kultur und Wissenschaft
des Landes Nordrhein-Westfalen



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THE APPLICATION

THE APPLICANT

Natural and legal persons can submit an application. If you submit an application as a "natural person", i.e. as an individual, you are also solely responsible. From a legal point of view, you are then a sole trader.

DOMICILE / PLACE OF BUSINESS

You can only submit an application if you have a place of residence or business in NRW.


AUTHORISED REPRESENTATIVE(S)

In the case of partnerships (e.g. GbR) and legal entities (associations, gGmbH etc.), we require information on who is authorised to represent and sign applications and contracts on behalf of the applicant. This does not necessarily have to be the same person who will later take over the project management. If an association is represented by two board members, then both board members must sign the application.

Eingang und Aktenzeichen (vom NRW Landesbüro auszufüllen)

**NRW LANDESBÜRO
FREIE DARSTELLENDEN
KÜNSTE**

Gefördert durch:
Ministerium für
Kultur und Wissenschaft
des Landes Nordrhein-Westfalen



Antrag auf Gewährung einer Zuwendung beim NRW Landesbüro Freie Darstellende Künste Allg. Projektförderung 2022-II

Das **Antragsformular**, das Formular **Ausgaben- und Finanzierungsplan** und mögliche Anlagen müssen postalisch bis zum **15.05.2022** (der Poststempel zählt) in **1-facher Ausführung** (ohne Heftklammern) beim NRW Landesbüro Freie Darstellende Künste eingereicht werden.

NRW Landesbüro Freie Darstellende Künste e.V.
Projektförderung 2022-II
Deutsche Straße 10
44339 Dortmund

Das Antragsformular, das Formular „Ausgaben- und Finanzierungsplan“ und mögliche Anlagen müssen zusätzlich in digitaler Form bis zum **15.05.2022 (23:59 Uhr)** per Mail gesendet werden.

E-Mail: projektfoerderung@nrw-ldk.de **Betreff:** Projektantrag 2022-II – [Name Antragsteller*in]

Anträge sind nur gültig, wenn Sie auf den
Formblättern (Antragsformular + Ausgaben- und Finanzierungsplan)
ausgefüllt und fristgerecht eingereicht werden.

Hilfestellung & Hinweise finden sich im
Leitfaden zum Antragsverfahren für die Allgemeine Projektförderung
& in den aktuellen Fördergrundsätzen.

1. Antragsteller*in


Antragsteller*in		
Rechtsform (e.V., GbR, Privatperson...) Bitte auswählen		Internetpräsenz
Straße	Hausnummer	Telefon
PLZ	Ort	E-Mail

Vertretungsberechtigte Person(en)

Name(n)
E-Mail

Folgende Unterlagen sind dem Antrag beizufügen:
Bei Vereinen: aktuelle Satzung und Vereinsregisterauszug
Bei Unternehmen: Handelsregisterauszug
Bei Personengesellschaften (z.B. GbRs) – der Gesellschaftsvertrag oder eine Erklärung darüber, wer der Gesellschaft angehört und wer ggfs. für das Projekt bevollmächtigt ist – diese Erklärung muss von allen Beteiligten unterschrieben sein.

Antrag auf Gewährung einer Zuwendung
Allg. Projektförderung 2022-II
Seite 1 von 5



PERIOD OF THE MEASURE

The “Measure“ is the administrative term for the project you are implementing. The implementation period gives us an orientation as to when the project will take place. Later justified postponements are possible; however, as a rule, the measure should be completed by 31 December of the funding year. Multi-year projects should accordingly be completed by 31 December of the following year at the latest.

The measure may be started as soon as the application has been received by the NRW State Office (LFDK). But please note: not all projects can be funded by us. If you actually start before you have a commitment or a contract from us, any expenses incurred will be at your own risk. If you do not receive any funding afterwards, you must be able to cover these expenses yourself. The General Auxiliary Conditions for Grants for Project Funding (ANBest-P) apply from the time you submit your application. On the last page of the application, you make a signed commitment that you will comply with these auxiliary conditions from the beginning. The ANBest-P are available for [Download](#) here.

PROFILE

Please give us a brief insight into your artistic profile: Who are you and how long have you been working (together)? In which genre do you work? Is there anything special about your way of working or your approach to art? Which funding sources do you have? How long have you been working with public funds? Do you pursue overarching questions and/or formats in your projects? Is there a common thread? In case you are unsure what to write about yourself, this is more interesting than pure facts and figures..

BRIEF DESCRIPTION

Here you should briefly describe what you intend to do. It is best to answer the classic W-questions. (Who will do what, when, where and how, for and/or with whom?).

2. Maßnahme

Projektname / Titel	
Künstlerische Leitung und künstlerisch Mitwirkende	
Kunstformen, Genre, Formate	Geplanter Durchführungszeitraum (inkl. Vor- und Nachbereitung)
Bestätigte Kooperationspartner	
Unbestätigte Kooperationspartner	
Favorisierter Premierenort	<input type="checkbox"/> Bestätigt

3. Selbstdarstellung

Informationen über den/die Antragsteller*in/das künstlerische Team

(Max. 1.000 Zeichen inkl. Leerzeichen)

4.1. Kurzbeschreibung

Kurzzusammenfassung des Projekts

(Max. 400 Zeichen inkl. Leerzeichen)

PROJECT DESCRIPTION

This section is the heart of the application. You should put in a lot of effort into writing the description carefully, accurately and attractively. The jury reads a lot of project descriptions and needs to understand straight away what you are trying to do.

It is best to use the following questions as a guide:

What is the content of the project? What is the planned implementation (both pragmatic and aesthetic)? What is special about the project? Why is it important to us? Who is the project intended for and why is it important for potential viewers? Are there any special partners in the project and what are their tasks?

Tip: give the description to someone to read who is not yet familiar with the idea and see if they understand what it is about.

MORE DETAILED PROJECT DESCRIPTION

You may also submit a more detailed description and/or additional material for the jury. This is especially useful if the project is very complex or if a group or artist is not yet well known. In this case, a more detailed biography also makes sense. Additional material is especially important if there is no website where the jury can learn about you and your way of working. The material must not exceed five pages and should be submitted as a PDF. If more material is submitted, it cannot be forwarded to the jury.

4.2. Projektbeschreibung

Ausführliche Beschreibung des Projekts

(Max. 2.500 Zeichen inkl. Leerzeichen)

Eine ausführlichere Projektbeschreibung / Anlage ist dem Antrag beigelegt. Ja Nein

(Achtung: Die wesentlichen Aspekte des Projekts müssen aus der Projektbeschreibung im vorliegenden Antragsformular hervorgehen. Zusätzliches Material ist optional und kann nur bis zu einer Länge von maximal 5 Seiten berücksichtigt werden)

PROJECT OBJECTIVES

The main goal of the project is always its successful implementation. At this point, you should consider in which thematic area you will later want to set further specific objectives (in case of funding).

Please note this important point: if the goal is not achieved at the end of the project, there will be NO consequences. However, you should then analyse in the factual report why the goal was not or only partially achieved, so that you can do better next time.

For the application it is necessary that you assign yourself to two specific target categories or find them yourself for your project. Goals should always be realistically achievable through factors you can influence and it should be measurable whether a goal has been achieved or not.

If you receive funding, more concrete goals must be developed for the project. We will be happy to advise you on this.

MULTI-YEAR PROJECTS

If a project is designed for two years, then it needs two clearly separated phases and, above all, a separate expenditure and financing plan for each funding year. However, the criteria always apply to the entire funding period: for example, it is okay if the sum contributed by the national office amounts to 60% in one of the years and 40% in the other - generally it should not be more than 50% of the total expenditure.

EXPENDITURE AND FINANCING PLAN

The funding amount offered by the National Office is a minimum of 5,000 euros and a maximum of 20,000 euros per financial year, i.e. up to a maximum of 40,000 euros for multi-year projects.

Other funds must be obtained for the project. For example, the local authority should be approached, foundations (e.g. bank foundations or art foundations) or funds (e.g. the Performing Arts Fund). The LFDK can only fund up to 50% of the total expenditure.

Further below you will find more instructions on the form for the expenditure and financing plan.

5. Projektziele

Bitte 2 Bereiche ankreuzen, in denen das Projekt eine messbare Besonderheit haben wird:

- | | |
|---|---|
| <input type="checkbox"/> Ästhetik / Technik / Format | <input type="checkbox"/> Nachhaltigkeit |
| <input type="checkbox"/> Erreichen von Publika | <input type="checkbox"/> Diversität und Barriereabbau |
| <input type="checkbox"/> Erschließung neuer Orte und Regionen | <input type="checkbox"/> PR und Öffentlichkeitsarbeit / Marketing |
| <input type="checkbox"/> Vermittlungsformate / Rahmenprogramm | <input type="checkbox"/> Netzwerk / Kooperation |
| <input type="checkbox"/> Sonstiges: | |

Eine genaue Definition der Zielvereinbarung erfolgt erst nach Förderempfehlung durch die Jury.

6. Mehrjährige Förderung

Begründung für die ggf. beantragte Mehrjährigkeit des Projekts

(Max. 1.000 Zeichen inkl. Leerzeichen)

(Achtung: Dieses Feld muss nur ausgefüllt werden, wenn der Durchführungszeitraum über das Kalenderjahr 2022 hinausgeht [max. bis zum 31.12.2023].)

7. Ausgaben- und Finanzierungsplan

Das Formular **Ausgaben- und Finanzierungsplan** ist verpflichtender Bestandteil des Antragsformulars.

Gesamtausgaben	Davon gesicherte Mittel
Beantragte Zuwendung beim NRW Landesbüro in €	Beantragte Zuwendung in Prozent (Anteil vom Gesamtbudget)

(Achtung: Die Fördersumme des Landesbüros liegt zwischen 5.000,- € und 20.000,- €, bei mehrjährigen Projekten bei max. 20.000,- € pro Haushaltsjahr)

Bereits gesicherte Förderzusagen für das Projekt (siehe Ausgaben- und Finanzierungsplan)

- ...liegen vor. ...liegen nicht vor.

Zusätzlich auszufüllen bei mehrjährigen Projekten:

Kalenderjahr 2022	Kalenderjahr 2023
Gesamtausgaben	Gesamtausgaben
Davon gesicherte Mittel	Davon gesicherte Mittel
Beantragte Zuwendung beim NRW Landesbüro in €	Beantragte Zuwendung beim NRW Landesbüro in €

DECLARATIONS (OPTIONAL FIELDS)

Only put a cross here if it applies.

Please note: groups and venues institutionally funded by the State of North Rhine-Westphalia are not allowed to contribute their own share. In this case, we will accept applications without any own contribution.

DECLARATIONS (MANDATORY FIELDS)

These boxes must be marked with a cross. For the declaration of entitlement to deduct input tax, one of the two options must be ticked. Please read all texts carefully.

8. Anmerkungen und Anlagen

Anmerkungen und Auflistung der eingereichten Anlagen

Antragsvideo (Internetlink)

(Achtung: In diesem Feld kann ein Link zu einem Video angegeben werden, welches das Projektvorhaben zusätzlich in anderer Form als der Textform vorstellt. Videos können nur bis zu einer Länge von **maximal drei Minuten** berücksichtigt werden. Dieses Feld ist optional und muss nicht ausgefüllt werden.)

9. Erklärung

Optionale Felder (nur ankreuzen, wenn zutreffend):

- Der/die Antragsteller*in befindet sich in der Konzeptions-, Spitzen-, Exzellenz- oder Mittelzentrenförderung des Landes Nordrhein-Westfalen. Hiermit wird bestätigt, dass es sich bei dem beantragten Projekt um ein konzeptionell zusätzliches Projekt handelt, welches nicht bereits Bestandteil einer der o.g. mehrjährigen Förderung ist.
- Der/die Antragsteller*in wird institutionell vom Land NRW gefördert.

Pflichtfelder: Der/die Antragsteller*in erklärt, dass...

- mit der Maßnahme noch nicht begonnen wurde. Mit der Antragstellung (Eingangsdatum des Formantrags beim NRW Landesbüro Freie Darstellende Künste e.V.) ist der vorzeitige Maßnahmenbeginn zugelassen. Der / die Antragsteller*in sagt zu, auch für den Zeitraum zwischen Antragstellung und einer eventuellen späteren Bewilligung des Vorhabens die Regelungen der allgemeinen Nebenbestimmungen für Zuwendungen zur Projektförderung gemäß Anlage 2 zu Nr. 5.1 VV zu § 44 LHO beachten.
- Änderungen im Ausgaben- und Finanzierungsplan unaufgefordert schriftlich mitgeteilt werden.
- der/die Antragsteller*in zum Vorsteuerabzug berechtigt ist. nicht berechtigt ist.
- die in diesem Antrag gemachten Angaben (einschließlich der beigefügten Antragsunterlagen) vollständig und richtig sind.
- die **Allgemeinen Nebenbestimmungen für Zuwendung der Projektförderung (ANBest-P)** beachtet wurden. Diese befinden sich zum Download unter www.nrw-ldk.de in der Rubrik [Förderung / Downloads](#).
- der Leitfaden zum Antragsformular und die Fördergrundsätze gelesen wurden.
- er / sie einverstanden ist, dass das NRW Landesbüro Freie Darstellende Künste die hier angegebenen Daten dauerhaft speichern und an Dritte weitergeben kann, soweit dies für die geplante Förderung des Projektes und für die Öffentlichkeitsarbeit notwendig ist. Der/die Antragsteller*in ist insbesondere einverstanden.
 - dass das NRW Landesbüro Freie Darstellende Künste die in diesem Antrag gemachten Angaben zur internen Dokumentation, Verwaltung und Auswertung speichert, sowie den Mitarbeiter*innen des Landesbüros, den NRW Bezirksregierungen, dem zuständigen Ministerium, Mitgliedern der Jury, dem Vorstand und der Geschäftsführung zur Erfüllung ihrer Aufgaben bekannt gibt.
 - dass der Name des/der Antragsteller*in zusammen mit dem geförderten Projekt der Öffentlichkeit bekannt gegeben wird.

Ein Rechtsanspruch auf Förderung besteht nicht.

Ort	Datum
-----	-------

Name(n) in Druckbuchstaben

Rechtsverbindliche Unterschrift(en)

THE EXPENDITURE AND FINANCING PLAN

Since the LFDK allocates public funds, there is a lot to consider when utilising them. If you are applying for the first time, you should seek advice in advance from the LFDK or attend **one of our seminars**. We will explain some terms and rules here, but by no means all of them!

The funding of the LFDK consists of a fixed sum. In the case of fixed-sum funding, the funding provider (in this case the LFDK) contributes a fixed amount to the eligible expenditure, even if the total expenditure changes. That said, a subsequent reduction in the expenditure and financing plan by more than 30% will raise doubts as to whether the funding purpose of the project can still be fulfilled as planned. Caution is advisable here. You should definitely have a realistic assessment of the project funding from the beginning. If additional funding sources are added later that were not planned from the beginning and the total volume of the project becomes significantly larger as a result, you must be able to explain what additional expenses will be incurred or whether there are new, necessary project elements. Otherwise the question will arise as to whether the funding from the National Office is still necessary.

Your calculation can include the planned expenses for the time leading up to the premiere (including preparatory measures, rehearsals, etc.) and the expenses for up to four performances, provided the performances take place in NRW and within the funding period.

DATE OF PREMIERE

Here should be the target date of the premiere and further performances

PERSONNEL EXPENSES

In its funding, the LFDK takes into account the lower fee limit recommendation of the **lower fee limit recommendation of the Bundesverband Freie Darstellende Künste** (Federal Association of Independent Performing Arts). Therefore, please do not simply state the fee for a task, but also how much time is to be spent on it, so that we can classify and understand whether a fair payment is being sought.

MATERIAL EXPENSES

Overhead costs are costs incurred that cannot be directly allocated to any item (e.g. general resources such as the telephone costs, toilet paper or other consumables in the office). Overhead costs can be accepted up to 2.5% of the total eligible expenditure, even without proof. This item should definitely be included in the application, even if it is not used in the end. (The total eligible expenditure is determined as follows: total expenditure minus contributions from private third parties).

Since the funding requested is public money, the rules of the State Budget Code must be observed. This includes planning and acting economically and sparingly. For example, no hospitality, banquets, closing ceremonies or gifts may be financed. Travel expenses must be settled in accordance with the NRW State Travel Expenses Act. Please take this into account during the planning stage.

Einfacher Ausgaben- und Finanzierungsplan
 Stand: Datum
 Projekt: Projektname
 Kontakt: XYZ e.V. c/o XYZ, Tel, E-Mail
 Nicht vorsteuerabzugsberechtigt. Alle Angaben in Bruttopreisen. ODER: Vorsteuerabzugsberechtigt. Alle Angaben in Nettopreisen.

Durchführungszeitraum:
Premierendatum/ Aufführungsdaten:

in Euro

2022
(ggfs Extra Spalte für 2023)

AUSGABEN			
Position	Erläuterung	Einzelposten	Zwischen- / Gesamtsumme
1. Personalausgaben			
Künstlerische Leitung	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
Projektmanagement	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
Lichtdesign / Technik	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
Dramaturgie	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
Öffentlichkeitsarbeit	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
Schauspieler/Tänzer/Performer*innen	Personen X, Y, Z, X Wochen	X Euro pro Monat/Woche/Tag	0,00 €
Musiker*innen etc.	Personen X, Y, Z, X Wochen	X Euro pro Monat/Woche/Tag	0,00 €
Grafikdesign	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
Aufbauteam	Personen X&Y, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
...			
Zwischensumme Pos. 1			0,00 €
2. Sachausgaben			
Miete	Probenmiete, X Wochen/ Tage	Kosten pro Woche	0,00 €
Büromaterial	Telefon, Konto usw.		0,00 €
Fahrtkosten	Künstler*innen, X Fahrten		0,00 €
Unterkunft	Künstler*innen, X Nächte		0,00 €
Materialkosten			0,00 €
Technikmiete			0,00 €
Kostüm			0,00 €
Transportkosten			0,00 €
Künstlersozialkasse		2022: 4,2 %	0,00 €
Gema			0,00 €
Overheadkosten	Pauschal max 2,5 % der zuwendungsfähigen Gesamtausgaben		0,00 €
...			
Zwischensumme Pos. 2			0,00 €
3. Öffentlichkeitsarbeit			

Finanzierung			
Position	Erläuterung	Status der Bewilligung	Zwischen- / Gesamtsumme
Einnahmen			
A - Leistungen öffentlicher Dritter			
Kulturbüro der Stadt X	Förderbereich X	lt. Bewilligungsbescheid Datum X	0,00
Öffentlicher Fonds X	Förderbereich X	beantragt zum XY	0,00
Zwischensumme Pos. A			0,00
B - Leistungen privater Dritter			
Stiftung X	Förderbereich X	beantragt zum	0,00
Sponsor X		lt. Sponsoringsvertrag Datum X	0,00
Eintrittsgelder		Schätzwert	0,00
Zwischensumme Pos. B			0,00
C - Eigenmittel			
Eigenanteil (bar)	Geldfluss		0,00
Koproduzent	Geldfluss	laut Koop.vereinbarung	0,00
Bürgerschaftliches Engagement	fiktive Berechnung (siehe oben)		0,00
...			
Zwischensumme Pos. C			0,00
Beantragte Förderung LFDK			
	Allg. Projektförderung 2022	hiermit beantragt	0,00

A - SERVICES PROVIDED BY PUBLIC THIRD PARTIES

This refers to other public sponsors of the project, i.e. services provided by so-called public third parties. Local authority funds or federal funds or even EU funds. This also includes public foundations or, for example, the Performing Arts Fund.

If possible, there should be no further state funding. If other funding pots with state money are planned (e.g. Regional Cultural Policy (RKP) or the project funding of NRW Socioculture), then the simultaneous funding must be agreed upon with all funding bodies in good time ([see following page](#)).

B - SERVICES PROVIDED BY PRIVATE THIRD PARTIES

Payments from private third parties are private donors, such as private foundations (including the NRW Kunststiftung), entrance fees, sponsors or earmarked donations that are donated specifically for the project.

C - YOUR OWN CONTRIBUTION

Your own contribution should amount to at least 10% of the total eligible expenditure. The total eligible expenditure is determined as follows: total expenditure minus contributions from private third parties.

An "own contribution" is a cash contribution made by the project executing agency itself or by the cooperation partners. A cooperation partner is usually a project partner who not only contributes funds to the project but is also conceptually involved in the project. In any case, it is important that the financial support is neither a grant, earmarked donation, sponsoring with a quid pro quo, nor is it tied to other conditions. In all these cases, the money would then fall under "B - Services provided by private third parties". Admission payments are also listed as private third-party funds.

If no cash is available, it is also possible to contribute part or all of the own contribution as civic engagement ([see following page](#)).

Please note: groups and venues institutionally funded by the state of North Rhine-Westphalia are not allowed to contribute their own share. In this case, we will accept applications without a personal contribution.

Webhosting			0,00 €
Zwischensumme Pos. 3			0,00 €
GESAMTAUSGABEN			0,00 €

Zwischensumme Pos. B			0,00
C - Eigenmittel			
Eigenanteil (bar)	Geldfluss		0,00
Koproduzent	Geldfluss	laut Koop.vereinbarung	0,00
Bürgerschaftliches Engagement	fiktive Berechnung (siehe oben)		0,00
...			
Zwischensumme Pos. C			0,00
Beantragte Förderung LFDK	Allg. Projektförderung 2022	hiermit beantragt	0,00
GESAMTFINANZIERUNG			0,00
<i>Hinweis: Unter den Gesamtausgaben bitte alle Ausgaben in Euro aufführen, die voraussichtlich im Projektzusammenhang entstehen werden; also alle Ausgaben, zu denen es später eine Geldbewegung geben wird. Sofern noch geldwerte Leistungen (Sachleistungen, etc.) eingebracht werden sollen, diese Leistungen bitte <u>nicht</u> in den Ausgabenplan einberechnen, sondern unter D - geldwerte Leistungen erläutern:</i>			
D - Geldwerte Leistungen	z.B. entfallende Raummiete, etc.		
Eigenanteil			0,00
Koproduzent			0,00
SUMME:			0,00

CIVIC ENGAGEMENT

Civic engagement: if people carry out unpaid auxiliary work within the framework of the project, this is civic engagement. The service can be included in the tax base as a notional expense. The item must appear both in the expenditure (under personnel costs) and under financing (under your own contribution) and is calculated on a notional basis at 15 euros per hour.

The amount of the notional expenditure for civic engagement may not exceed 20% of the total eligible expenditure. Please also read the [guidelines on our website](#). It is also important that the service does not take place in your own professional sphere and thus constitute a fee waiver. Since we support professional projects in the field of the independent performing arts, any professional (artistic) work should also be paid for. Civic engagement is often offered, for example, in the area of ticket sales or cloakroom or similar - but here, too, you should make sure that these are people who are not dependent on the payment and who are willingly and voluntarily involved in the project, e.g. in the context of associative work.

NON-CASH BENEFITS

This refers to material costs that have a certain value but for which no money is paid (e.g. if rehearsal rooms can be used free of charge, a website is created free of charge, material is provided). The non-cash benefits document that the project team has managed to contribute its own resources and those of others to the project and should therefore be listed, even if they are not included in the basis for calculation.

TOTAL EXPENDITURE / TOTAL FUNDING

These totals must match in order for the expenditure and financing plan to be balanced. If this is not the case, the application is not formally correct.



If other funding is requested as an alternative to our funding, this should be noted in or under the expenditure and financing plan. If necessary, funders will then discuss which program a project fits better into and find a solution. A transparent procedure is important here, so that a simultaneous application does not only become known afterwards and subsequently a grant has to be rejected.

AFTER THE APPLICATION HAS BEEN SUBMITTED

WAITING FOR THE JURY'S DECISION

The jury consists of six voting members: five representatives appointed by the LFDK in consultation with the nrw landesbuero tanz and one representative from the Ministry of Culture and Science NRW. The jury is advised by representatives of the five district governments in NRW. As soon as a jury has been nominated for the respective deadline, you will find the jury membership **on our Website** on our website under "Die Jury".

We need time to formally review the applications and compile the material for the jury. The jury then needs sufficient time to read and evaluate all applications in detail. About eight to ten weeks are planned for these processes, at which point the jury will meet to decide on the funding projects.

THE DECISION WILL BE COMMUNICATED BY EMAIL

Immediately after the jury meeting, all applicants will be informed by email.

Those who receive a rejection may resubmit their application by the next deadline. It is a good idea to discuss this beforehand and, if necessary, make adjustments to the application.

Those who receive a letter of intent can be more than happy! All further steps will then be explained in the email. We offer several information seminars for those who receive funding and will accompany you through the project phase up to the settlement of accounts and the proof of use.

WHEN DOES THE MONEY ARRIVE?

Before the money arrives, a grant agreement will be concluded. We can only conclude this contract as soon as 1) the financing of the project is secured, 2) the state of North Rhine-Westphalia has passed the budget and 3) the district government responsible for us has confirmed the money in an official decision.

So even after a positive decision, you will still have to wait a bit. Especially with the first funding round of the budget year the process sometimes drags on a bit.

In the grant agreement, two payment dates are agreed upon. On each occasion 50% of the funding amount will be transferred.

WE ADVISE YOU!

The project support team: Julia Knies | Hannah Koester | Jenny Eimer | Nele Marx (on parental leave)

YOU CAN REACH US BY PHONE AND BY MAIL:

Mail: projektfoerderung@nrw-lfdk.de

Phone: +49 231 47 42 92 09

Consultation Hours: Mo/Mi/Fr from 10-12 o'clock, Tue/Thu 13-15 o'clock
and after personal arrangement.

Web: www.nrw-lfdk.de

As of: 29.03.2022



**NRW LANDESBÜRO
FREIE DARSTELLENDEN
KÜNSTE**

Funded by:

Ministerium für
Kultur und Wissenschaft
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