

Online Application Summary Berlin Fund for Participatory Arts Projects

Step 1 of 8: Brief overview of the project

Brief presentation of the project including title and content

This brief presentation will provide the jury with important, initial information about the project. The project idea, especially in regard to its artistic aspects, should therefore be presented in a concise manner. Please provide an overview of the content, goals, activities, conceptual approaches and outlook of the project.
Maximum number of characters: 2000.

Categories - you can choose up to three categories: music, theater, musical theater, dance, literature, visual arts, media arts/film, museums, public space/architecture, performance art, other

Topic: refugees, inclusion, intergenerational, other

Age group - the project is geared towards children/youth ages: 0-5, 6-12, 13-18 and 19-27 (include the number of participants)

Partners from the field of Education: nursery/kindergarten, elementary school/after-school program, secondary school with diplomas leading to various qualifications including MSA and Abitur, grades 7-10 (integrierte Sekundarschule SEK I), secondary school with diplomas leading to various qualifications, including MSA and Abitur, grades 10-13 (integrierte Sekundarschule SEK II), community school (Gemeinschaftsschule), secondary school with Abitur only, grades 7 – 10 (Gymnasium SEK I), secondary school with Abitur only, grades 10-12 (Gymnasium SEK II), vocational school, special needs school, other educational institutions

Partners from the field of Youth Work: youth clubs and other recreational and cultural settings for children and young people, others (refugees housing)

Project duration/project location

Project start

Project location - Berlin neighborhoods: Charlottenburg-Wilmersdorf, Friedrichshain-Kreuzberg, Lichtenberg, Marzahn-Hellersdorf, Mitte, Neukölln, Pankow, Reinickendorf, Spandau, Steglitz-Zehlendorf, Tempelhof-Schöneberg, Treptow-Köpenick.

Step 2 of 8: Field: Arts and Culture

Project partners from the field of Arts and Culture

Type: Individual person, group, institution

Mr./Ms., first name, last name, address, zip code, city, email address, telephone number, website

Please briefly describe your organization, initiative, association etc. Please describe your artistic work and your qualifications in the field of participatory arts.

Maximum number of characters: 500.

Step 3 of 8: Fields: Education or Youth work

Project partners from the fields of Education or Youth Work

Field: Education or Youth Work? Name, address, zip code, city, email address, telephone number, website

Contact person: Mr./Ms., first name, last name, address, zip code, city, email address, telephone number

Please briefly describe your organization, initiative, association etc.

Maximum number of characters: 500.

Step 4 of 8: Cooperation agreement

Cooperation agreement

Funding from the Berlin Fund for Participatory Arts Projects is only possible if the applicant and at least one partner organization jointly apply with a project developed by both. At least one applicant has to represent the field of arts and culture and the other the fields of youth work or education (including housing and support organizations for or by refugees). Please note that your application must be completed and submitted online. However, the application must also be printed, signed by both partners and sent in by mail. The application is only valid with legally binding signatures by both cooperation partners.

Information about the transparency database of the Berlin Senate (Transparenzdatenbank), Granting Benefits Regulation (Leistungsgewährungsverordnung or LGV) and the Minimum Wage Law (Mindestlohngesetz):

As of fiscal year 2013, legal entities such as associations, corporations (GmbH), and foundations must provide a transparency database number for our funding application. To apply for a transparency database number at the Berlin Senate administration for finances, send an email to: registrierung@senfin.berlin.de. Once you've received a registration number, please print it and submit it along with your application. For more information visit: www.berlin.de/sen/finanzen/haushalt/transparenzdatenbank

Granting Benefits Regulation: If the funding amount is 25,000 Euros or more, the applicant must consider the Granting Benefits Regulation from November 15, 2011. A leaflet with instructions and the corresponding form can be found under downloads at www.kubinaut.de

Minimum Wage Law: I/We the applicant(s) declare that I/we pay our employees at least the wage stated in §9 of the state Minimum Wage Law of Berlin, which is currently set at 8,50 Euros per hour. Additional information can be found under downloads at www.kubinaut.de

Grant recipients

A grant recipient is responsible for duties such as managing funds and providing proof of the use of funds, including a funding report.

Important: According to the Berlin State Budget Regulation (§23 Landeshaushaltsordnung Berlin or LHO), grant recipients cannot be part of the Berlin administration. The following institutions can therefore not be considered: district offices, adult education centers (Volkshochschulen), public music schools, schools, kindergartens, libraries, municipal museums, theaters, etc.

However, the sponsoring agencies of public institutions of the State of Berlin (e.g. parents' associations) and educational institutions that are not sponsored by the Berlin state government (e.g. private schools) can be grant recipients. Proof of legal form: For associations (Vereine), please add statute and, if applicable, recognition as a non-profit organization, as well as an excerpt from the register of associations (Vereinsregisterauszug). For corporations, please add the register of incorporations (Gesellschaftsvertrag), an excerpt from the commercial register and, if applicable, recognition as a non-profit organization.

Step 5 of 8: Additional cooperation partners

Cooperation partners

You can add additional cooperation partners, who should each add a signed *letter of intent* to the printed application. Other artists participating in the project can also be listed.

Step 6 of 8: Project description

Detailed project description

Project idea: Where did the idea for the project originate and what in your opinion is the special contribution of the project? *Maximum number of characters: 3000.*

Work steps: What work steps (milestones) are planned? *Maximum number of characters: 1000.* **Location:** At what locations will you carry out the project? *Maximum number of characters: 300.*

Project participants: Who will participate in the project? Will the project include other institutions, initiatives, groups and people such as parents, neighbors or other adults? *Maximum number of characters: 300.*

Project context: Will the project be completed in connection with other projects or within the context of a larger project? If this is the case, please explain in more detail. *Maximum number of characters: 500.*

Sustainability: In what ways will the project findings be sustained? For example, how can the project findings be utilized beyond the end of the project? *Maximum number of characters: 500.*

Step 7 of 8: Project's cost and financing plan

Information about the cost and financing plan

Please list all costs that may incur in connection with your project. Summarize the costs in categories such as personnel costs/fees and material costs. For multi-year projects, expenses and revenues must be calculated for each individual year. If you are eligible for a pre-tax deduction, please only list the net amounts. When providing a detailed breakdown of costs and finances, please use the excel sheet available at www.kubinaut.de

List the sums in the appropriate blanks on this sheet.

Uploading the detailed cost and financing plan

A. Expenses: 1. Personnel costs, 2. Material costs, sum

B. Revenues: 1. Revenues, 2. Own funds, 3. Applied for third-party funds, 4. Granted third-party funds, sum.

C. Funds applied for at the Berlin Fund for Participatory Arts Projects: Difference between the sum of expenses and sum of revenues, funding amount applied for

Personal contributions: If applicable please list non-cash expenses (volunteer work, non-cash benefits etc.). *Maximum number of characters: 500.*

Step 8 of 8: Completion

After completion, the application must be submitted online. However, it must also be printed twice and signed by both principal partners. Two copies of the application with original signatures must be mailed to or handed in at the offices of the Berlin Fund for Participatory Arts Projects (Klosterstr. 68, 10179 Berlin).