BERLINER PROJEKTFONDS KULTURELLE BILDUNG

Online Application Summary

Note: For detailed assistance for each application step in German and English, please click on the info buttons (marked with an "!") in the online application. If you have any questions, please do not hesitate to contact us at projektfonds@kulturelle-bildung.berlin or +49(0)30 – 3030444-49.

*All fields marked with an " * " must be filled in. Before doing so, the page cannot be saved. It is possible to make preliminary entries and update them later on.*

Step 1 of 8: Brief Overview of the Project

Project title*: *Indicate the title of your project.*

Project description*:
The brief project description is a crucial piece of initial information for the Jury of the Berlin Project Fund for Arts Education. Therefore, it should present the project idea as concisely as possible, especially with regards to its artistic work. Please give an overview of the contents, goals, activities, conceptual approaches and perspectives of the project. *Maximum number of characters: 2000.*

Online references: relevant information about the project, e.g. links to homepage, videos, documentation of past projects (*this field does not necessarily have to be filled in*).

Art genre*: Music, theatre, music theatre, dance, literature, visual arts, media art / film, museum, public space / architecture, performance art, other (*max. 3 categories*)

Topic* (*2 to 4 keywords on the content*): e.g. environmental education, sensitisation regarding racism, inclusion, work by and with refugees, etc.

Age of participants*: The project is aimed at children/young people aged 0 to 5 years, 6 to 12 years, 13 to 18 years, 19 to 27 years (*Include respective number of participants**)

Partners from the field of education (*only if you are cooperating with one*). *You can choose from the categories*: Nursery / kindergarten, primary school / after school programme (Hort), welcoming class for refugees (Willkommensklasse), secondary school (integrierte Sekundarschule SEK I / II, Gymnasium SEK I / II), community school (Gemeinschaftsschule), vocational school (Oberstufenzentrum), special needs school (Förderzentrum), other educational institution

Partners from the field of youth (*only if you are cooperating with one*). *You can choose from the categories:* youth clubs and other recreational and cultural settings for children and young people, refugee housing, others

Project start and end*: *Specify the month and year of the project duration here.* (*max. project duration: 12 months*)

Early project start ("Vorzeitiger Maßnahmenbeginn"): *Please only mark with a cross and give reasons if the project is to start in January (deadline: October) or July (deadline: May).*

Project locations*: *Please indicate the Berlin districts included in the project.*

Step 2 of 8: Field of Arts and Culture

Project partner from the field of arts and culture:

Type of partner* *(Choose from the following categories)*: **individual, group or institution**

- Individual: Form of address* (Mr. / Ms. / other / not specified), title, first name*, surname*, e-mail*, telephone*, street/no.*, postal code*, city*, website

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- Group or institution: name*, street/no.*, postal code*, city*, brief description* (*activities of the group/institution, max. 500 characters*), website, e-mail, telephone, contact person including contact details*.

Project manager* (*choose from the following two categories*):

- see individual / contact person (mentioned before)

- other: personal details including contact information*

Brief description*: Please describe your artistic work and your qualification in the field of Arts Education. *Maximum number of characters: 500.*

Step 3 of 8: Field of Education or Youth

Project partner from the fields of education or youth work

Field* (*choose from the following categories*)*:* education or youth

Institution: name*, street/no.*, postal code*, city*, brief description of institution/organisation* (*max. 500 characters*), website, e-mail, telephone, contact person including contact details*.

Step 4 of 8: Cooperation Agreement

Cooperation agreement
Funding from the Berlin Project Fund for Arts Education is only possible if the applicant submits the application together with at least one project partner. At least one party must cover the field of arts & culture and at least one must represent the field of education or youth.

*After completing the online application, the cooperation agreement must be read and signed by both partners on the **final print version** of the application. Please confirm this by ticking the box "Confirmation" below. Afterwards, please provide details of the persons signing the application (institution, name, position). Only **legally binding signatures** are permitted (e.g. school: headmaster; association: chairperson)!*

Information on the Transparency Database of the Berlin Senate (Transparenzdatenbank), Minimum Wage Law (Mindestlohngesetz) and Granting Benefits Regulation (Leistungsgewährungsverordnung / LGV)

Applicants as legal entities, such as associations, corporations (GmbH) and foundations etc. must provide a transparency database number in the application. Registration and further information at: https://www.berlin.de/buergeraktiv/informieren/transparenz/
Funded applicants must declare that in the project they will pay their employees at least the statutory minimum wage (excluding staff paid on a fee basis (Honorarkräfte)).
If the funding amount is 25.000 euros or higher, applicants must take into account the implementation of the Granting Benefits Regulation (LGV). Further information can be found in the download area at: https://antrag.projektfonds-kulturelle-bildung.de/

Beneficiary* (Zuwendungsempfänger): Please specify a beneficiary. The beneficiary receives and manages the funds and provides the final proof of use of funds (Verwendungsnachweis) etc. The beneficiary may not belong to the Berlin administration (e.g. public schools, day-care centres or libraries, municipal museums or theatres etc.).

Proof of legal form: *This must only be submitted if the beneficiary is a legal entity. E.g.: statute (Satzung), extract from the register of associations (Vereinsregisterauszug), articles of association (Gesellschaftsvertrag), etc.*

Cooperation Agreement*

By signing this, you assure that:

- the information provided in this application is complete and true
- you inform us immediately about the receipt of further funds for the project
- you agree with the necessary processing, storage and transmission of your data as well as the publication of information about funded projects (details in German at https://antrag.projektfonds-kulturelle-bildung.de/datenschutz-antrag/)
- the signing parties have jointly developed the project and will jointly implement it
- you have not yet started the project and will not start it until you have received the notice of funding (Zuwendungbescheid)

Step 5 of 8: Additional Cooperation Partners

If applicable, please indicate additional partners here (including further artists). For each additional partner, a signed *Letter of Intent* must be enclosed with the printed application. Please use the template provided in our download area.

Step 6 of 8: Project Description

Detailed project description

Project idea: Where did the idea for the project come from and what is the special contribution of the project in your opinion? *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, neighbours or other adults? *Maximum number of characters: 300.*

Project context: Will the project be carried out in connection with other projects or within the context of a larger project? If this is the case, please give details. *Maximum number of characters: 500.*

Sustainability: In what ways will the project have sustainable effects (e.g. usage of the project findings beyond the end of the project)? *Maximum number of characters: 500.*

Projektanlagen: further documents relevant for the application can be uploaded here (*max. 2 MB*)

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. Summarise 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 list the net amounts only.

When providing a detailed breakdown of costs and finances, please use the excel sheet available in our download area.

List the sums in the respective blanks in this section of the online application.

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 Project Fund for Arts Education: 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.*

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Step 8 of 8: Completion

After clicking on "Finish", the application is submitted online. No further changes are possible afterwards.

ATTENTION: Please also submit the printed and signed original of the final application (the draft version is not valid!) plus a copy and other necessary documents (financing plan, letters of intent, etc.) to the head office of the Berlin Project Fund for Arts Education by the current application deadline by mail or in person.

Please do not enclose any original documents (apart from the signed original application) or valuable materials with your application. Additional materials such as work samples or project documentations such as photos, videos etc. should only be attached online.