

Call for applications | Visual arts – Galleries

to fund travel expenses for the participation in international fairs and similar events.

Application period: 14 March – 25 April 2023

Funding period: 10 June 2023 – 30 April 2024



KREATIV-TRANSFER

FAQs

Can the application be submitted in English?

Yes, applications can be submitted in English.

What exactly does the phrase "Applicant is the potential contracting party" on the form mean?

All information provided in the form refers to the potential contracting party, i.e. the grantee, should the application be approved.

If you are not the potential contracting party but are completing the application on behalf of someone else, we ask that you provide your name and contact information on the "Contact person (optional)" tab of the form.

Can travel be funded for more than one gallery representative?

Yes, it is possible to fund travel for a second person. However, the maximum funding amounts listed are per gallery, not per person travelling.

We are in the process of setting up a gallery. Can we apply to Kreativ-Transfer?

No, Kreativ-Transfer can only support galleries that are already open and have some experience in building and improving their network and visibility on the international market (see also the required supporting documents).

I would like to participate in a virtual fair, which is subject to a participation fee. Is it possible to apply for funding for participation under this call?

No. This call for applications is limited to funding physical attendance at events.

However, participation expenses for virtual fairs can be funded as part of a strategic project – provided that they are a part of the project described. The call for applications to fund strategic projects for international marketing, networking and professionalisation can be found [here](#).

I would like to stay in the city for a few days before and after the fair in order to meet other potential collectors, curators and partners and make the most of my trip. Can the expenses for these days (per diems, accommodation, etc.) be covered by the grant?

Yes, this is possible under certain conditions:

- > The extended stay must be recognisable (also in financial terms) as a secondary activity and must be linked to the main activity (the visit to the fair).
- > The extended stay must be requested in advance by email and approved by Kreativ-Transfer.

If possible, please indicate the additional planned dates and times in your letter of motivation when submitting your application.

My travel expenses exceed the maximum possible funding amount. I would like to use my own funds to cover the excess. Is the trip still eligible for funding?

Yes, you can do that. If necessary, you can contribute your own funds or any third-party funds that do not stem from federal budgets.

I would like to book my trip to the XY fair now. Can these expenses be covered if my application is approved?

Yes, that is possible. HOWEVER: Only receipts dated on or after the application date will be accepted for reimbursement purposes. This means that expenses may be incurred and bookings made on or after the application date, for example, to take advantage of discounts or certain registration deadlines. Guidance on the need for competitive quotes can be found [here](#) (in German only).

However, the fair must take place within the funding period (10 June 2023 – 30 April 2024).

Please also note that you are not entitled to receive funding and that bookings and related commitments and expenses are therefore made at the applicant's own risk.

Receipts dated prior to the application date will not be considered.

I am travelling with a companion because I am unable to travel alone due to physical and/or mental limitations. How do I apply for additional funding for my companion?

The costs incurred by the applicant only are listed in the "List of expected expenses" section of the online form, on the "Event" tab.

You can request funding for a companion on the same tab – but further down. Here, you can specify the exact expenses (travel and accommodation expenses, per diems, and, if applicable, the registration fee). If your application is successful, these expenses will be covered in addition to the requested funding amount and will be noted in the funding agreement.

A brief explanation must be submitted with the application.

If your application is approved, you will need to provide a document confirming your disability (e.g. certificate of disability, medical certificate or similar).

I am travelling with a companion because I cannot travel alone due to childcare requirements. How do I apply for additional funding for my companion?

The costs incurred by the applicant only are listed in the "List of expected expenses" section of the online form, on the "Event" tab.

You can request funding for a companion as well as any travel expenses for the accompanying child on the same tab – but further down. Here, you can specify the exact expenses (travel and accommodation expenses, per diems, and, if applicable, the registration fee). If your application is successful, these expenses will be covered in addition to the requested funding amount and will be noted in the funding agreement.

An informal explanation must also be provided. Reasons may include:

- > The child is still so young that the applicant cannot be separated from the child for the duration of the trip.
- > The child is (chronically) ill and the applicant therefore cannot be separated from the child for the duration of the trip.
- > The applicant is a single parent and the child cannot be otherwise cared for over the duration of the trip.
- > The child's other caregiver is (chronically) ill so that the child cannot remain in the sole care of this caregiver for the duration of the trip.

When will the grant be paid out?

As a rule, the grant will be paid out after the trip has taken place and the expense report has been reviewed. In exceptional cases, a maximum of 50% of the grant may be paid out earlier on request, but no earlier than six weeks before the end of the planned trip (including payment of all invoices).

The Kreativ-Transfer programme is supported by the Dachverband Tanz Deutschland e.V. (DTD). In implementing the programme, the DTD cooperates with the Bundesverband Freie Darstellende Künste e.V. (BFDK), the Bundesverband Zeitgenössischer Zirkus e.V. (BUZZ), the Bundesverband Deutscher Galerien und Kunsthändler e.V. (BVDG), the Internationale Gesellschaft der Bildenden Künste e.V. (IGBK), game – Verband der deutschen Games-Branche e.V. and transmissions GmbH.

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