

## Call for applications | Performing arts

To fund travel expenses for participation in international fairs and festivals.

Application period: 16 February – 14 April 2024

Funding period: 01 July – 31 December 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 representative of a company or production office?**

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

#### **Once I have submitted my application, I would like to book my overseas flight already, as I will attend the festival in any case, even though I do not know whether I will receive the funding. What do I have to consider concerning expenses / bookings exceeding 1,000.00 euros (net)?**

For expenses/bookings exceeding 1,000.00 euros (net) (e.g. for flight bookings) three comparative offers must be obtained at the same time(1). These must be submitted with the subsequent expense report.

#### **I am a producer working with one or more companies – how should I apply?**

You have several options:

- (1) You may apply as a representative of a company via this online form: [Target group A - online form](#). The documents to be submitted refer to the company. If you are a self-employed producer, you must also include a declaration from the company that the trip is being made on its behalf.
- (2) The same applies if you wish to apply on behalf of different companies, except that you must fill out one online form ([Target group A - online form](#)) per company.

(3) You may apply as a self-employed producer without explicitly traveling on behalf of a specific company. In this case, please use this online form: [Target group B – online form](#). The documents to be submitted refer to yourself and your professional activity as a producer.

**Can I also apply as an up-and-coming artist or producer?**

Kreativ-Transfer is not a programme for the promotion of up-and-coming artists or producers. It supports professionals with a certain amount of experience in expanding and improving their marketing activities on the international market.

It is up to the jury to evaluate your previous experience on the basis of your application.

**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.

**I would like to stay in the city for a few days before and after the fair in order to meet potential publishers and multipliers and thus make my trip even more effective. 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.

Be cautious if you **extend your stay for private reasons**: This may lead to non-recognition of travel expenses. Please contact us in advance if you plan to do this so that we can find a solution.

**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, you can do that. 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. Be aware, that for expenses/bookings

exceeding 1,000.00 euros (net) three comparative offers must be obtained at the same time(!).

However, the fair must take place within the funding period (1 July – 31 December 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 an accompanying person because I am unable to travel alone due to a disability. How do I apply for additional funding for my accompanying person?**

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

You can request funding for an accompanying person 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).

Unfortunately, due to our given funding guidelines, it is not possible to cover any expense allowance for accompanying persons.

**I am travelling with an accompanying person because I cannot travel alone due to childcare requirements. How do I apply for additional funding for my accompanying person?**

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

You can request funding for an accompanying person 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.

Unfortunately, due to our given funding guidelines, it is not possible to cover any expense allowance for accompanying persons.

### **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).

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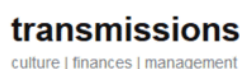
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