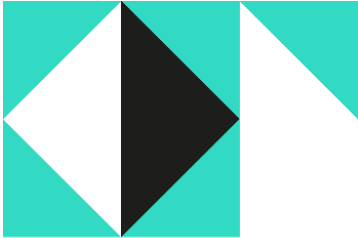


Call for applications | Visual arts – Galleries

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

Application period: 07 November 2023 – 18 January 2024

Funding period: 11 March – 31 December 2024



KREATIV-TRANSFER

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Background: Kreativ-Transfer (Creative Transfer)

The aim of the Kreativ-Transfer funding programme is to support professionals in the fields of the performing arts, visual arts and games in establishing and expanding their international networks to improve their visibility on the international market. The programme supports the necessary international marketing and networking measures as well as the corresponding training and professionalisation of the stakeholders.

In particular, Kreativ-Transfer supports participation in international fairs and festivals, enabling artists, creatives and their representatives to present their work, make new contacts and find co-producers and clients.

Note: Visits to international events will continue to be funded even in times of pandemics, political crises, wars or similar circumstances, provided that the recommendations of public authorities in Germany and the destination country allow the related travel to be undertaken.

In addition, the programme supports strategic projects for international marketing, networking and professionalisation.

The programme is supported by the German Dance Association: [Dachverband Tanz Deutschland](#) (DTD). Further information on Kreativ-Transfer can be found [here](#).

Call for applications | Visual arts – Galleries to fund travel expenses for the participation in international fairs and similar events.

Applications can be submitted for funding to attend **individually selected events (maximum of two events)**. Priorities must be specified if multiple events are named. See page 6 for information on the award procedure.

Note: There are three options for reallocation if the approved trip(s) to the event(s) cannot take place due to pandemics, political crises, wars or similar. Further information can be found [here](#).

The **parallel call for applications to fund strategic projects** for international marketing, networking and professionalisation can be found [here](#).

Note: It is possible to apply for both calls at the same time. Please note that there is an emphasis (also budgetary) on the awarding of travel grants.

As the funding is provided by the federal government, both the Federal Travel Expenses Act (BRKG) and the award guidelines must be followed when booking your trip. Further information on the BRKG can be found [here](#) and on the award guidelines (Unterschwelvenvergabeordnung – UVgO) [here](#) (In German only).

Nature & objectives of funding

Travel grants are intended to enable gallery operators to present their profiles and their artists, to expand their international networks and to intensify existing contacts and establish new ones.

Trips will be **funded** for the purposes of:

- > marketing and networking
- > distribution
- > acquisition
- > initiation of business relationships
- > sales

Specific goals when attending an event may include:

- > selling the presented artworks as well as placing them with public institutions.
- > establishing contacts with public institutions (museums, art associations and municipal galleries) and initiating or arranging concrete exhibition projects, art in architecture projects, etc.
- > approaching potential collectors, buyers and curators.
- > approaching broad-reach multipliers such as the press.
- > presenting German positions abroad.
- > getting to know certain markets, scenes, target groups in an entrepreneurial sense, and positioning your own work accordingly.

Medium- and long-term goals include:

- > sustainable contract negotiations with international collectors, buyers, curators, partners or similar
- > improving presence and visibility on the international market
- > strengthening the economic position

Funding shall **not cover** travel expenses for:

- > individual and collaborative projects (e.g. exhibitions)
- > transport, set-up and take-down for individual and collaborative projects
- > fees for set-up and take-down assistants for individual and collaborative projects or fairs
- > exchange projects/meetings for collaborative purposes
- > artistic exchange and networking meetings
- > research trips
- > individual meetings with specific gallery operators, collectors, buyers, curators, multipliers, etc. that do not take place as part of a fair or similar event

Target group & requirements

Voraussetzung für den Antrag ist, dass die Galerie:

- ihren aktuellen Betriebssitz in Deutschland hat
aktueller Steuerbescheid (nicht älter als 2021) oder Gewerbeschein mit bestätigter Gültigkeit oder aktuelle IHK-Mitgliedschaftsbestätigung o.ä.
- die Galerie seit mindestens zwei Jahren hauptberuflich (mit)betreibt und
- professionelle Vermittlungstätigkeit zeitgenössischer Bildender Kunst in ihren Räumen betreibt: durch regelmäßig wechselnde, öffentlich zugängliche Ausstellungen und begleitende Publikationstätigkeit
z. B. Kataloge, Öffentlichkeitsarbeit, Social Media etc.

We explicitly invite all interested parties to submit an application – regardless of cultural and social background, gender, skin colour, disabilities, age, religious affiliation, language, ideology and sexual orientation. Applications will be evaluated solely on the basis of professional merit.

Type & scope of funding

Funding will be provided in the form of **lump sum grants**. Applicants may contribute their own funds or any third-party funds that do not stem from federal budgets. Funding up to certain maximum amounts (see below) may be requested, but only actual expenditure will be eligible for funding.

Maximum funding per event and gallery:

- 5,000.00 euros (events in Germany)
- 7,000.00 euros (events outside Germany)
- Travel expenses for accompanying represented artists: 600.00 euros (events in Germany), 1,100.00 euros (events outside Germany)

A budget calculation must be submitted with the application. Examples of travel budget calculations can be found [here](#).

Eligible events:

Event(s) will be considered eligible for funding if it can be demonstrated in the letter of motivation that participation in them will enable the above objectives to be achieved. In general, events are understood to be fairs or similar events.

Please note: Only events that fall within the funding period of this call (11 March – 31 December 2024) can be funded. A list of fairs and similar events eligible for funding can be found online [here](#).

Applicants are welcome to consult the [Bundesverband Deutscher Galerien und Kunsthändler e.V. \(BVDG\)](#) (post@bvdg.de) regarding the general eligibility of other events not listed here before submitting their documents.

Eligible expenses

- Travel or flight expenses in accordance with the German Federal Travel Expenses Act (Bundesreisekostengesetz) (please also note the information on sustainability)
- Accommodation expenses in accordance with the German Federal Travel Expenses Act
- Per diems in accordance with the German Federal Travel Expenses Act
- Registration and booth fees, if applicable
- Transport costs according German Federal Travel Expenses Act, if applicable
- Printing of business cards and flyers as well as the procurement of other advertising material up to a total value of 100.00 euros (please note the information on sustainability)
- CO2 compensation payments

Travel expenses for an accompanying person: Applicants who cannot travel without an accompanying person due to a disability or childcare requirements may also apply for a travel allowance for the companion. Please refer to the FAQs at the end of this document for further information.

Receipt date: Only receipts dated on or after the application date will be accepted for reimbursement purposes.

Note: For expenses/bookings of exceeding 1,000.00 euros (net) per booking (e.g. airline/train tickets, accommodation, transport, etc.), three comparative offers must be obtained at the same time(!). These must be submitted with the subsequent expense report. This also applies in the event that expenses / bookings are already made before funding is approved. Click [here](#) for more information about the Unterschwellenvergabeordnung – UVgO (in German only).

Notes on sustainability

- **Travel:** Air travel expenses are not eligible for funding when attending (1) events within Germany and (2) events within Europe that can be reached in less than six hours by train. We also encourage grantees to endeavour to travel in a climate-friendly manner for longer trips.
- **Printing of promotional material:** These expenses are only eligible for funding if the promotional materials are produced in a sustainable manner (recycled paper, organic printing inks, carbon-neutral printing with green electricity, etc.). Compliance with the sustainability criteria must be documented in the subsequent expense report (e.g. on the invoice from the printing company).

Application and procedure

Info-Zoom on how to apply

Together with [transmissions](#) we offer an info-zoom on how to apply.

The Info-Zoom will be held in English spoken language. Questions and comments in German are always welcome.

5 January 2024, 11.00 – 12.30 CET:

<https://us06web.zoom.us/j/85947418879?pwd=xSRNAIQDzZZ9PykfadLAHKzMCN3mO1.1>

Meeting-ID: 859 4741 8879

Code: 581237

Applications can be submitted between **07 November 2023 – 18 January 2024 (23:59 CET)**. Applications must be submitted using the [online form](#) only.

ONE application should be submitted per gallery. Travel expenses for a **maximum of two events** may be requested as part of this application. Priorities must be specified if multiple events are named.

The application must also include:

- Information about the applicant and the gallery
- [Official proof](#) of current place of business
- Proof of operation for at least two years
- A brief presentation of the gallery
- A short letter of motivation
- A budget calculation taking into account, among other things, the (foreign) per diem and accommodation allowances of the destination country in accordance with the German Federal Travel Expenses Act (BRKG). Examples of travel budget calculations can be found [here](#).

German Federal Travel Expenses Act (BRKG): Information on the BRKG can be found [here](#) and [here](#) (in German only). The current rates can be found [here](#) (in German only). Rates applicable for 2024 will be published at the end of this year, however, the 2023 rates provide a good basis for calculation.

The DTD office will review all applications for eligibility and submit them to the jury. The jury will then decide whether to fund attendance at one (or possibly more) event(s). Under certain circumstances, the jury may award funding for the event listed as a second priority on the application. The jury will also decide on the amount of funding to be allocated (based on the budget calculation submitted).

The members of the current jury can be found [here](#).

Applicants will be informed of the outcome of their applications approximately six weeks after the application deadline.

Note on supporting documents & saving the online form

The supporting documents required for the application are listed on the online form, which can be accessed at any time and may be viewed as often as you wish. However, please note that it is not possible to save data or upload files temporarily and then complete and submit the application later.

Note on barriers

Although Kreativ-Transfer is continuously striving to reduce barriers, the application process is unfortunately still subject to certain barriers. If you are affected, please get in touch with us or ask a person you trust to do so on your behalf and let us know what you need. After discussing your needs, we will be happy to try to arrange assistance, for example by providing support by a sign language interpreter. We also aim to provide professional support to make the application and selection process more inclusive and to reduce barriers for all calls for applications.

Funding agreement, accounting & evaluation

The DTD will conclude a funding agreement with the gallery operators. Grants will be made public.

Grantees agree to complete two evaluation questionnaires: one when submitting the expense report and another approximately ten months after the trip.

The grant will be disbursed after submission of the **travel expense report, receipts** and the (first) **evaluation questionnaire**. Examples of receipts include train tickets, airline tickets and boarding passes, hotel bills and invoices for registration and booth fees, ticket costs and promotional materials.

The expense report must be submitted **no later than four weeks** after completion of the trip.

Funds will be disbursed once the documents submitted have 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 DTD cooperates with [transmissions GmbH](#) for the processing of grants (contract dispatch, accounting, evaluation, etc.).

For further information, please also see the FAQs below.

For further information and queries, please contact:

Jana Grünewald · Sophia Herzog · Kerstin Karge · Celina Schröter

Kreativ-Transfer · Dachverband Tanz Deutschland

Phone: +49 (0)30 / 992 119 117 (Tuesday to Thursday 1:00 p.m. – 3:00 p.m.)

info@kreativ-transfer.de · www.kreativ-transfer.de

www.facebook.com/KreativTransfer · www.instagram.com/kreativtransfer ·
<https://twitter.com/KreativTransfer>

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](#).

Once I have submitted my application, I would like to book my overseas flight already, as I will attend the fair 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(!). These must be submitted with

the subsequent expense report. Click [here](#) (Unterschwellenvergabeordnung – UVgO) for more information (in German only).

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.

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, 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 (11 March – 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)

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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