FAQ – Frequently Asked Questions – Exhibition Funding

Questions on applying for funding

Who is eligible for and what activities qualify for funding?

The program „exhibition funding abroad“ is meant to subsidize, under given preconditions exhibition projects outside Germany. Applications can be made for projects by German artists and by artists who have been a resident in Germany for a minimum of 5 years. Funding refers to single exhibitions, group exhibitions, participations in exhibition projects with a multinational focus as well as participations in international biennials, provided that they take place in the scope of public museums, non-commercial galleries, art associations etc. For applications to biennials or group exhibitions with the participation of several artists, we only accept one overall application for all German or participating artists from Germany. If this is not possible, please contact us.

Will Artist-in-Residency stays be supported?

Yes, in case the artist-in-residence program involves an exhibition at the end of the stay and if the institution does not require a participation fee for the residency.

Do you also fund projects for dance, theatre, film or similar?

No. Only projects in the fine arts are eligible for funding.

Can I apply as a student?

No. You need to have finished your programme of study to be eligible to apply for funding.

Can I submit several applications at the same time?

- Yes, if you are applying for funding for different projects.
- No, if the applications refer to the same project being worked on in different countries. In this case, please submit one application only.

Can I submit an application to both Artists’ Contacts and Exhibition Funding at the same time?

Yes, you can submit an application to the relevant grant programme for different aspects of your project. However, you cannot apply for funding with respect to the same expenses.

What is the difference to the program „artists’ contacts“?

The program artists’ contacts subsidizes travel and work-related stays by artists, curators, scientists, art educators, art theorists, architects and designers from developing or transition
countries. Also German applicants have the opportunity to apply for funding of travel expenses and thus establish contacts and networks with developing and transition countries.

In case an exhibition is involved in the program, the module „exhibition funding“ is mandatory for the funding procedure.

Can I apply to other grant organisations at the same time?

Yes, the organisations to which you are also applying for funding must be listed under item 5.2.2 on your application.

To which project timeframes do the application deadlines apply?

| Deadline: 31 January (date of postmark): | Applies to projects scheduled to start in June that same year at the earliest. If we decide to fund your project, we only accept receipts dated after the date on which your application was approved. We will decide whether or not to approve your project for funding by 30 April at the latest. |
| Deadline: 15 August (date of postmark): | Applies to projects scheduled to start during the first half of the following year at the earliest. If your project is scheduled to start in December of the current year with most activities happening during the following year, you may submit your application by 15 August. If we decide to fund your project, we only accept receipts dated after the date on which your application was approved. We will decide whether or not to approve your project for funding by 15 November at the latest. |

Questions on the application process

How can I apply for funding?

Please use our application form. We will only consider applications that have been submitted using this form, fully filled out and sent to us by post.

In which languages do you accept applications?

Applications can be submitted in either German or English.

What are the requirements for the invitation letter from the inviting institution?

In their signed letter, the institution issuing the invitation should confirm your project and name all of the artists who have been invited as well as the scheduled duration of the project. The invitation letter must include information on the legal status of the institution (non-profit organisation, foundation, artists’ association, etc.).

Can I submit documents at a later date?
As long as you submit your application on time, documents can be submitted promptly in exceptional cases and only after consultation.

**Which costs are considered under general funding policy?**

You can apply for funding for travel, accommodation as well as travel and rental costs for technical equipment.

**I also need funding for production expenses for my project. Can I apply for this separately?**

No, no additional funding is available for materials, printing, and production or transportation costs.

**For what kind of expenses do I need to include cost estimates and in what form?**

- For flight expenses, transport and rental costs for technical equipment: three printed estimates per flight (see item 5.3.2 on the application).
- We accept online estimates.
- We do not require additional estimates for comparison if you are traveling by train or with your own car to the exhibition location.
- If artists will be arriving from several German cities in the same time period, you only need to submit a total of three flight estimates from one German airport.

**How should I structure my expense and financing plan?**

You will find a template of a detailed financing plan under item 5 on the application.

**Can I apply for a daily allowance?**

Yes, you can apply for a daily allowance for food and drink. If you receive funding, you may be approved for a daily allowance of up to a maximum of 14 days. This amount is based on the guidelines published by the German Federal Government. The current daily rates can be downloaded from our website.

**Can I submit my application electronically?**

No, you must print out the application and send it to us together with printed versions of the other required documents by post.

**How will I know when a decision has been made?**

All applicants will receive a written acceptance or rejection within three months after the deadline.
Will the catalogues/DVDs I submitted be returned to me after the jury has made their decision?

- If you do not receive funding, we will send all of the documents you have submitted, except for your application, back to you.
- If you do receive funding, we will keep and archive all image material relating to your project. If you need the image material, we will return all of your documents to you.
- We will treat film/video material as confidential and will only show it during the jury meeting. Data carriers will not be copied and will be returned to you after the jury has met.

Question on rejected projects

If my application is rejected can I reapply for funding?

- You cannot reapply for funding for the same project.
- You may reapply by the submission deadlines for funding for a new project.

Questions on approved projects

When can I start working on my project; what counts as start of project?

You can start working on the relevant part of your project as soon as you receive written confirmation of funding from ifa.

Flights for which you have applied for funding, for example, may only be booked after you have received written confirmation of funding.

How can I access money for my funded project?

- We will reimburse you after you have sent in the original receipts. You may send original receipts to us one at a time so that we are able to reimburse you for expenses as quickly as possible.
- You can apply for an advance payment of accommodation costs, which we will transfer to you around two weeks before you are scheduled to leave.
- Receipts issued prior to written authorisation cannot be reimbursed.

How does the reimbursement process work?

You will receive a funding agreement from us, in which you will be informed about the funding amount and the payment arrangements. Further you will find important information on this in our instruction sheet “Invoicing Modalities”, which you can download from our website.
After completing the project, we need the completed evaluation form. The form serves as a project report and is available for download from our website.