FAQs – Frequently Asked Questions – Artists’ Contacts

Questions on applying for funding

Who is eligible for funding?

- Artists, curators, art educators, art theorists, architects and designers (including institutions) from developing or transition countries who want to come to Germany
- German artists, curators, art educators, art theorists, architects and designers (including institutions) who want to go to developing or transition countries
- Non-German artists, curators, art educators, art theorists, architects and designers (including institutions) who have been living in Germany for at least five years and want to go to developing or transition countries (Proof of residence required)

What activities qualify for funding?

- Travel and work-related stays from transition or developing countries to or within Germany, e.g. exhibitions, performances, artist-in-residence programmes, workshops, preparatory and research trips, international events (symposia, conferences and presentations)
- Travel and work-related stays to or within transition or developing countries for German artists or artists who have been living in Germany for at least five years (exhibitions, performances, artist-in-residence programmes, workshops, preparatory and research trips, international events such as symposia, conferences and presentations)

Do you also fund artist-in-residence stays?

- No. We only cover flight expenses:
  - for artist-in-residence stays outside of Germany if the stay is not followed by a public exhibition of the artist’s work.
  - for artist-in-residence stays in Germany even if the stay is followed by an exhibition.
  - If the artist-in-residence stay outside of Germany involves an exhibition, please submit your application to the Exhibition Funding Programme.

  We don’t support projects if the institution does require a participation fee for the residency.

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

No. Only projects in the fields of contemporary visual arts, architecture, design, photography and media art are supported.
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 for the same expenses.

What is the difference to the “Exhibition Funding” funding program?

The program „exhibition funding“ 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.

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

Yes, but 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 (proof of stamp):** 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 (proof of stamp): 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?

You can 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 criteria for describing my project in the application?

Under point 4 in the application form (project description), you must present your project in the form of a coherent text. The project idea and its implementation should be presented in such a way that the jury gets a realistic idea of your project. Avoid applications in the style of essays.

With the project description, we expect a short, meaningful summary of the project thematically / in terms of content (max. 2,700 characters including spaces). This should include the following points:

- Concrete target, target group and planned effect for your project.
- Motivation of cooperation with a planned project partner, mention of previous cooperation.

What information should the invitation letter from the institution that has invited me to participate in a project contain?

- In the signed letter, the inviting institution should confirm the project with the name of all invited artists, curators, art educators, art theorists, architects and designers, and the intended one Period. Information about the legal status of the institution (non-profit...
association, foundation, artist association, etc.) should already be given in the invitation letter.

- You do not have to submit an invitation letter if your project is a research trip.

**Can I submit documents at a later date?**

Yes. As long as you submit your application on time, you can turn in cost estimates and invitation letters up to two weeks after the submission deadline. Please send in all missing documents together at one time instead of individually (via email or post).

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

You can apply for funding for travel, accommodation and visa expenses.

**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, production or transportation costs.

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

- For flight expenses: three printed estimates per flight (see item 5.3.1 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- or event-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 on *accommodation costs and daily allowances.*
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 of the submission 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.

Questions on rejected projects

If my application is rejected can I reapply for funding?

- You may not reapply for funding for the same project.
- Yes, 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?

The requested part of the project may only be started after written approval from ifa. Expenditures can only be reimbursed if ifa has agreed. For example, requested flights may only be booked after written confirmation if we are to reimburse the flight costs.
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 may have companies make out receipts to us directly. Please contact us in advance for further information on this!
- 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. You will find important information on billing in our information 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 factual report and is available for download from our website.