INSTRUCTIONS
FOR YOUR APPLICATION 'TRANSCULTURAL IMPULSES'
TO THE NRW STATE OFFICE FOR INDEPENDENT PERFORMING ARTS

NRW LANDESBÜRO
FREIE DARSTELLENDE
KÜNSTE

THE APPLICATION

Applicant

We differentiate here between:

- Individuals: So-called **natural persons.**
- A group / association / company: **So-called legal entities.**

Both can submit applications.

Address / place of business

- Individuals: Must live in NRW.
- A legal entity: Must have its registered office in NRW.

Authorised representative(s)

Only to be completed in the case of legal entities.
We need to know who is authorised to sign the contracts.
Someone else can take over the project management.
If two board members represent an organisation, both must sign the application.

Period of the measure

We call your project a **measure.**

The **implementation period** tells us when you will be carrying out your project.

You can postpone the start and end dates of the project later, but you must finish and complete the project in the same calendar year (by 31 December at the latest).

When considering the implementation period, also bear in mind the time for planning, preparation and rehearsals.

Remember that you will only receive some of your invoices after the final performance.

Project start: You can start your project as soon as your application has been submitted to the NRW State Office (LFDK) and you have received confirmation by e-mail.

But please note: You do this at your own risk. If we do not decide to fund you, you will have to pay all the bills yourself.

If you submit an application, our rules apply to you immediately:

The General Terms and Conditions for Grants for **Project Funding** (ANBest-P). By signing, you agree to abide by them.

Self-portrait

Tell us briefly about yourself/selves as an artist:
Who are you and how long have you been working (together)?
What kind of art do you make?
Is there anything unique about your work?
Do you have specific themes or styles that you pursue in your work?
All of this is more important to us than mere numbers and dates.

Brief description

Describe to us (briefly!) what you have in mind.

Preferably with the W-questions: i.e.

Who is doing what, when, where and how, for and with whom?

Project description

This is the most important part of your application.
Take plenty of time for it!
Write carefully and precisely.
And write in such a way that people enjoy reading it.

The jury will read your project description and then decide whether you receive funding. The jury has to read a lot of descriptions. Therefore, they should immediately understand what you are planning.

Describe:

- What exactly are you doing? What does it mean artistically?
- What is so special about the project?
- Who is the project for and why is it important for the audience?
- Are there any special partners in the project and what tasks do they have?

Tip: Ask someone who doesn't know anything about your project to read the description. Make sure everything is clear.

More detailed project description

You can submit additional material to avoid further questions from the jury.
The **maximum is five pages**, preferably as a PDF. (We will not forward more than five pages to the jury).

This makes particular sense if you do not yet have a website. If the artists in your project are unknown, please send a biography/resumé. And if your project is rather complex, you can explain it in detail here.

Guidance on the use of AI tools

When writing your texts, it is best to use AI services only for translations, e.g. into German (DeepL, for example, is free to use). Your project description will come across as more authentic if it is written in your own words. You may indicate in your application whether, and to what extent, you have used AI tools when preparing the application documents.

Diversity Guide

One person will be responsible for the role of diversity guide. This guide is someone in your team who will look out for discrimination and any prejudices in your team, the text, the set and other parts of your project. He or she should also make sure that your team and your audience are culturally diverse, for example from different backgrounds. The guide will have the right skills for this. You can decide who exactly will do this later. But please describe the tasks and qualifications of the guide in your application.
The tasks of the diversity guide include, in particular, taking a critical look at discriminatory contents, communications and structures and naming them.

Other possible tasks are:

- Advising on artistic decisions / 'Outside eye'
- Mediation, e.g. making the project accessible to a specific audience
- Internal communication with the team
- External communication, for example as part of networking activities
- Attracting network partners and new audiences, for example
- Curation, e.g. the selection of texts or artistic contributions
- For applicants and artists who may not speak German well, a guide will provide linguistic support and mediation.

  You must plan at least one thousand euros in your project budget for the diversity guide.

Project goals

The main goal of the project is always its successful realisation.
However, you must also have goals that you want to achieve with your project.
You must select 1-2 target categories for the application. You should be able to achieve the goals under your own steam. (Choose goals that you can also influence).

If you are funded, you must formulate measurable goals. We will be happy to help you with this.

There will be no consequences if you do not fully achieve these goals. Above all, you will not have to pay back the funding. We would then ask for a report in which you describe what the problem was. This will help you to do better next time.

Expenditure and financing plan (EFP)

Set income and expenditure against each other. We need to see that you can finance all expenses. Our sponsorship counts as income. Remember that we fund a **minimum of €3,000 to a maximum of € 10,000**.

NEW as of October 2026:

- The maximum grant amount has been increased to € 10,0000.
- Increased minimum rates for rehearsal and production fees in accordance with BFDK recommendations on the minimum fee recommendations from November 2025.

The total expenditure (all expenditure in the project) may not exceed €35,000.

You should contribute at least 10% of the eligible expenditure as your own contribution. 'Own funds' explains what we mean by this.

We calculate the **total eligible expenditure** as total expenditure minus contributions from private third parties. This is how we calculate it: **total expenditure** (all expenditure in the project) **minus the money that comes from private third parties.**

Below you will find information on how to calculate your own contribution.
Please use our form for the expenditure and financing plan.

Declarations (optional fields)

Only tick here if applicable.

Declarations (mandatory fields)

In order to submit your application, you must agree to these declarations.
You must select one option for pre-tax deduction. Please read all the texts carefully.

FINANCING YOUR PROJECT:

The expenditure and financing plan

Because the LFDK allocates public funds, many rules apply. If this is your first application, talk to us beforehand or attend one of our seminars.

We will explain some of the terms and rules here, but by no means all of them!

Funding from the LFDK is fixed-amount funding. This means that even if the total expenditure changes, the LFDK will still provide a fixed amount of funding. **Funding from the LFDK may not exceed more than 90%.** But please avoid excessive changes.

- If your expenditure decreases by more than 20%, we might ask ourselves whether you can still achieve your goals. So try to plan your income and expenditure realistically
- If you wish to apply for further funding at a later date, you must inform us and explain this **BEFORE** submitting your application.

The calculation should include all expenses for the project period if the performances are in NRW and within the funding period.

Personnel costs

Starting January 1, 2026, there will be a guideline for minimum fees. This is obligatory for freelance professional artists in the performing arts in North Rhine-Westphalia and a mandatory requirement for all funding programs of the NRW Landesbüro. This is the minimum payment you should budget for your team:

Netto-Honorare

Produktion / Probe*				
Monat	**Woche**	**Tag**		
4.220 €	970 €	192 €	Nicht-KSK-Versicherte	
3.600 €	830 €	165 €	KSK-Versicherte	

2 tagesfüllende Endproben (ca. 6 Stunden) – falls geplant -**			
	Tag		
	180 €	< 100 zu erwartende Zuschauer*innen	Ausnahme: bei mehr als 5 Darsteller*innen grundsätzlich: 180 €
	270 €	> 100 zu erwartende Zuschauer*innen	

Aufführungen (max. 5)**			
	Tag		
	250 €	< 100 zu erwartende Zuschauer*innen	Ausnahme: bei mehr als 5 Darsteller*innen grundsätzlich: 250 €
	375 €	> 100 zu erwartende Zuschauer*innen	

In addition to the fees, please include the time required for all tasks. This enables us to assess whether the participants are being paid fairly.

Operating expenses

In the 'EFP completion guide' you will find many examples of what falls under the area of material expenses. The expenses for public relations work (flyer printing, etc.) are also listed there.

You can include 'overheads' (operating costs) such as office supplies, telephone charges etc. in the expenditure. These may be included in the budget at 2.5% of the total eligible expenditure. (We also require evidence of this.) These expenses should be included in the application, even if they are not ultimately used.
The funding is public money (taxpayers' money) provided by the federal state of North Rhine-Westphalia, so its rules apply to funding expenditure. This includes economic efficiency and thrift: e.g. hospitality, closing celebrations and gifts may not be covered by the funds.

The rules of the federal state of North Rhine-Westphalia must also be observed when accounting for travel expenses (**the NRW State Travel Expenses Act**). Please bear this in mind when making your plans.

A - Services provided by public third parties

"Services provided by public third parties" are funds from other public bodies, for example
Municipal funds (such as funding from a city or district)

- Federal funds
- EU funds
- Public foundations
- The Performing Arts Fund

It is not possible to simultaneously apply for the project in the “Allgemeine Projektförderung” module of the NRW Landesbüro Freie Darstellende Künste. Alternatively, you can also apply for other state funding programmes (Diversitätsfonds, Soziokultur NRW, etc.).
If you receive multiple grant offers, you will need to choose one state funding programme.

B – Services provided by private third parties

- This refers to private donors:
- Private foundations (such as the Kunststiftung NRW)
- Entrance fees
- Sponsors (such as the Sparkasse foundations)
- Donations specifically earmarked for this project

C – Your own contribution

At least 10% of the eligible expenditure should be your own contribution (cash, co-operation contributions and/or civic engagement). This means that the money comes from you and your partners (e.g. the theatre where you are showing your project) and is not grant money. Incidentally, co-operation partners are project partners who not only make donations but also help to plan the project.
(Exception: applicants who are institutionally funded by the state of NRW are not allowed to contribute their own funds).

We calculate the total eligible expenditure as total expenditure minus contributions from private third parties. We calculate this as follows: all expenditure in the project (total expenditure) minus the money that comes from private third parties.

The following **do not count** as your own contribution:

- Money subject to conditions
- Entrance fees
- Grants
- Earmarked donations

These funds count as ‘B - Services from private third parties’.

If you are unable to contribute any money, we also accept civic engagement (see below).

Civic Engagement

Civic engagement is unpaid voluntary work.

Please note: although this work is not actually paid, you must list it in your project plan.
In the expenditure and income sections under own contribution, you should enter **€20 per hour**. Yes, you have read that correctly. Also in the income section!

This so-called notional expenditure for civic engagement has a maximum limit (as of January 2024): 20% of the total eligible expenditure. Please also read the guidelines on our website.

People are not allowed to carry out this civic engagement as part of their job: professional work should also be paid for, e.g. directing, dramaturgy, acting, etc.

Civic engagement is often support work: ticket sales, cloakroom or similar. Please make sure, however, that people are happy to help voluntarily and are not reliant on payment.

Non-cash benefits

Material costs that would normally have to be paid for. For example:

- Rehearsal rooms that you can use free of charge.
- A website that is created free of charge.
- Material that you are allowed to use.

The non-cash benefits show that you are able to contribute your own working materials, rooms and tools to the project. Therefore, list them, even if they are not charged further - but they are not part of your own contribution but only stated additionally for information purposes.

Total expenditure / total funding

Expenditure and income must be identical, i.e. in the end there must not be more expenditure than income in your financing plan. Otherwise the financing plan is not balanced and your application is not correct.

Once again, please note that your total expenditure (ALL expenditure in your project) must not exceed €35,000.

APPLICATION DEADLINE

Send us:

- The application form
- The 'Expenditure and financing plan' form
- Possible attachments

Send us everything
1. by e-mail to transkultur@nrw-lfdk.de
2. **and** with an original signature by post to the state office.

The deadline is stated in the call for applications and on the website at www.nrw-lfdk.de. It's ok if you send your application by post on the day of the deadline. The postmark will count.

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AFTER THE APPLICATION

Wait for the jury decision

The jury will include one person from the NRW Ministry of Culture and Science, alongside people with experience in the art scene in general and the scene in NRW in particular. This expert jury has a transcultural connection in

their personal and professional biography.

Staff from the LFDK will also take part in the jury meeting, but only in an advisory and facilitative capacity. As soon as the list of jury members has been decided on, you will find it on our website under 'The Jury'. We need 6-8 weeks to check the applications and prepare them for the jury. The jury will then meet to decide on the projects to be funded.

The decision will be sent by E-Mail

Immediately after the jury meeting, you will be informed by email. If you receive a rejection, you may resubmit your application by the next deadline. Please talk to us beforehand and adapt your application where necessary.

If you receive a letter of intent, you can be happy! Everything else will be included in the email. We are offering several information seminars (also with translation) and will guide you through the entire project.

When will the money arrive?

Before you receive the money, we will conclude a grant agreement. This contains all the rules and agreements regarding the funding you receive from the LFDK.

This will be done as soon as
1. you have received a response from all funding bodies that are due to provide funds for your project,
2. the state of North Rhine-Westphalia has planned all expenses for the entire year
3. the district government has promised us the money for your project.

So this may take some time. The grant agreement will then specify two payment dates, on each of which you will receive 50% of the funds.

What else is important:

- Disclosure requirement: you must inform us of any changes in your expenditure and financing plan and in the course of the project (period, location, team members).
- Proof of the correct use of funds: at the end of the project you must submit proof of correct use. The grant agreement stipulates how the correct use of the money is to be proven (proof of use). If you do not comply with the rules of the grant agreement, the LFDK is entitled to reclaim the money paid.

CONTACT

Contact partners: Kristin Naujokat und Julia Knies
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GLOSSARY

What do we mean by...?

Transculture

We understand transculture as a blending and networking of cultures. We assume that people's identities are made up of different aspects. This is influenced, for example, by the place in which they grow up, the country in which people or their ancestors may have previously lived, the gender with which they identify and other factors. These diverse influences shape a person's perspectives. This is reflected in the themes that artists take up in theatre, performance or dance and in the theatre styles or dance forms that can be seen on stage. The funding programme is about cultural diversity, which is why we have called the programme "Transcultural Impulses".

People of colour, artists with a history of migration and experience of discrimination

The jury makes sure that PoC artists (PoC = People of Colour) and/or cultural artists with a history of migration, especially with experience of discrimination, are involved in important positions in the project. By this we mean artists who self-identify as PoC, who have a history of migration or are read as such by others, as well as artists who experience positive and negative discrimination as a result. If you and/or artists from your team feel this refers to you, you can submit an application.

Since the programme is about cultural diversity, we mean discrimination that is perceived in the context of cultural diversity.

Professionalism

Professional artists working in the independent performing arts in North Rhine-Westphalia (NRW) can submit an application. This means, for example, that you earn your living from your artistic work or intend to do so. You do not have to provide us with proof of your professionalism, we rely on your self-description.
We are particularly interested in artists who are beginning to establish themselves in NRW. This does not apply to age or basic professional experience, but to artists who have not been active in NRW for very long.
Young artists at the beginning of their professionalisation, e.g. who have little or no experience with applications and funding, are also eligible to apply.

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