





GUIDELINES

FOR THE GENERAL PROJECT FUNDING OFFERED BY THE NRW LANDESBÜRO FREIE DARSTELLENDE KÜNSTE

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APPLICATION VIA KULTUR.WEB

Applications for General Project Funding (Allgemeine Projektförderung) can be submitted twice a year. Applications are submitted via kultur.web, a central funding portal of the state of North Rhine-Westphalia for various state cultural funding programmes.

These guidelines are intended to guide you step by step through the application process.

DEADLINES

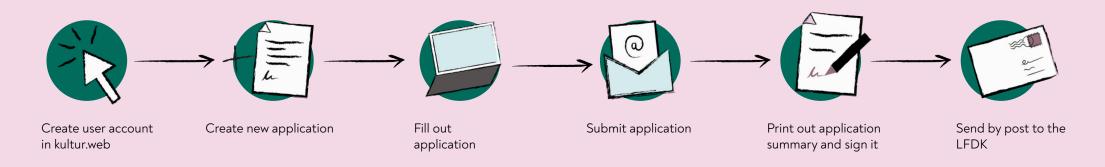
There are two application deadlines per financial year:

15 November (project start in the following year) **15 May** (project start in the current year)



The information on the next two pages is only relevant if you are applying for the first time via kultur.web. Otherwise, go directly to page 5.

THE APPLICATION PROCESS AT A GLANCE





Please ensure that a separate user account is opened for each applicant.

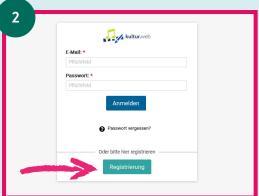
If an applicant is planning two projects, both applications can be created via the same user account.



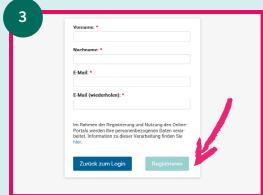
As soon as the respective call for proposals for General Project Funding has been published, you will find the link to apply via kultur.web on the LFDK website.



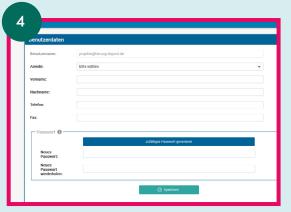
Once you have reached kultur.web, first create your own user account (if you do not already have one).



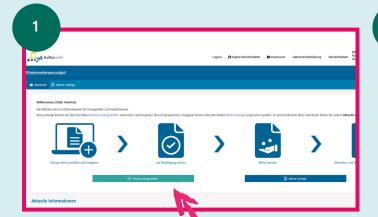
The button "Registrierung" (Registration) leads you to a registration mask.



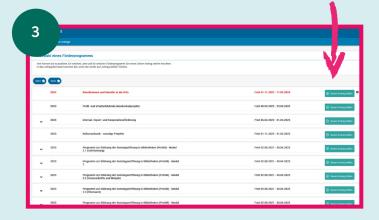
Enter your first name, last name and email address. Then you have to agree to the registration again by clicking on a confirmation link that will be sent to the email address you entered.



Now you can set an individual password for the user account in the "Benutzerdaten" (User data) overview







Once the user account has been set up, you can log in with your email address and password and the so-called "Fördernehmercockpit" (Recipient Cockpit) will open.

The green button "Neuen Antrag stellen" (Submit new application) is relevant for creating a new application.

Via the blue button "Meine Anträge" (My applications) you can later view your draft applications as well as applications that have already been submitted.

Under "Neue Anträge erstellen" (Create new applications) you will find an overview of the cultural funding programmes currently being offered by the state of North Rhine-Westphalia.

Here you can select "LFDK: Allgemeine Projektförderung"

by clicking on the adjacent button "Neue Anträge stellen" (Submit new application). The application form for General Project Funding will open.

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FILL OUT APPLICATION

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THE APPLICANT

Natural and legal persons can submit an application.

If you apply as a "natural person", i.e. as an individual, you are responsible for the project in the legal sense.

From a legal point of view, you are then a sole trader.

DOMICILE / PLACE OF BUSINESS

You can only submit an application if you have a place of residence or business in NRW.



Folgende Unterlagen sind dem Antrag beizufügen: Bei Vereinen: aktuelle Satzung und Vereinsregisterauszug Bei Unternehmen: Handelsregisterauszug Bei Personengesellschaften (z.B. GbRs): der Gesellschaftsvertrag oder eine Erklärung darüber, wer der Gesellschaft angehört und wer ggfs. für das Projekt bevollmächtigt ist – diese Erklärung muss von allen Beteiligten unterschrieben sein.		
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AUTHORISED REPRESENTATIVE(S)

In the case of partnerships (e.g. GbR) and legal entities (associations, gGmbH etc.), we require information on who is authorised to represent and sign applications and contracts on behalf of the applicant.

This does not necessarily have to be the same person who will later take over the project management. If an association is represented by two board members, then both board members must sign the application.







Especially in the case of multi-year projects, make sure that the implementation period is specified precisely, as the input field is technically linked to the section "Kosten- und Finanzierungsplan" (Expenditure and financing plan) further down in the application form.

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PERIOD OF THE MEASURE

The "Measure" is the administrative term for the project you are implementing. The implementation period gives us an orientation as to when the project will take place. Later justified postponements are possible; however, as a rule, the measure should be completed by 31 December of the funding year.

Multi-year projects should accordingly be completed by 31 December of the following year at the latest.



The measure may be started as soon as the application has been received by the NRW State Office (LFDK). But please note: not all projects can be funded by us. If you actually start before you have a commitment or a contract from us, any expenses incurred will be at your own risk. If you do not receive any funding afterwards, you must be able to cover these expenses yourself.

The General Auxiliary Conditions for Grants for Project Funding (ANBest-P) apply from the time you submit your application. On the last page of the application, you make a signed commitment that you will comply with these auxiliary conditions from the beginning. The ANBest-P are are available for Download here



4 4 APPLICATION



BRIEF DESCRIPTION

Here you should briefly describe what you intend to do.

It is best to answer the classic W-questions. (Who will do what, when, where and how, for and/or with whom?).

PROFILE

Please give us a brief insight into your artistic profile:

Who are you and how long have you been working (together)? In which genre do you work? Is there anything special about your way of working or your approach to art? Which funding sources do you have? How long have you been working with public funds? Do you pursue overarching questions and/or formats in your projects? Is there a common thread?

In case you are unsure what to write about yourself, this is more interesting than pure facts and figures.

PROJECT DESCRIPTION

This section is the heart of the application. You should put in a lot of effort into writing the description carefully, accurately and attractively. The jury reads a lot of project descriptions and needs to understand straight away what you are trying to do.

It is best to use the following questions as a guide:

What is the content of the project? What is the planned implementation (both pragmatic and aesthetic)? What is special about the project? Why is it important to us? Who is the project intended for and why is it important for potential viewers? Are there any special partners in the project and what are their tasks?

Tip: give the description to someone to read who is not yet familiar with the idea and see if they understand what it is about.







To select at least two goals, click in the empty field and a selection of goal categories will open. The target categories selected with one click are highlighted in blue. To remove a selected destination, simply click on it again. If you select the category "Sonstiges" (Other), an additional field appears below the project goals. Here you can name your individual project goal.



MORE DETAILED PROJECT DESCRIPTION

You may also submit a more detailed description and/or additional material for the jury. This is especially useful if the project is very complex or if a group or artist is not yet well known. In this case, a more detailed biography also makes sense.

Additional material is especially important if there is no website where the jury can learn about you and your way of working.

The material must not exceed five pages and should be submitted as a PDF. If more material is submitted, it is not obligatory for the jury to read it.

PROJECTOBJECTIVES

The main goal of the project is always its successful implementation. At this point, you should consider in which thematic area you will later want to set further specific objectives (in case of funding).

Please note this important point: if the goal is not achieved at the end of the project, there will be NO consequences. However, you should then analyse in the factual report why the goal was not or only partially achieved, so that you can do better next time.

For the application it is necessary that you assign yourself to two specific target categories or find them yourself for your project. Goals should always be realistically achievable through factors you can influence and it should be measurable whether a goal has been achieved or not. If you receive funding, more concrete goals must be developed for the project. We will be happy to advise you on this.

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MULTI-YEAR PROJECTS

Should a project be conceived over the limit of one year, then it needs two clearly separated phases and, above all, a separate expenditure and financing plan for each funding year.

However, the criteria always apply to the entire funding period: for example, it is okay if the sum contributed by the national office amounts to 60% in one of the years and 40% in the other - generally it should not be more than 50% of the total expenditure.

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FILL OUT APPLICATION

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Important: The complete Ausgaben- und Finanzierungsplan will not be entered in the kultur.web application form. Only the subtotals of income and expenditure will be shown in the kultur.web mask!

This saves you work and time.

Please note that it is not possible to omit entering the subtotals in the kultur.web mask, as the "Kostenplan" and the "Finanzierungsplan" are mandatory fields.

Otherwise, the application cannot be sent.



AUSGABEN- UND FINANZIERUNGSPLAN IN APPLICATION FORM AND EXCEL

The complete Ausgaben- und Finanzierungsplan (expenditure and financing plan) for the planned project should be prepared in the LFDK Excel template, which you can download from the LFDK website. Here you will find all expenses and income that have to be calculated within the framework of the project. This fully comprehensive expenditure and financing plan must be uploaded separately shortly before you submit your application, so that it can be attached to the application form. You can find more information on uploading on page 17.



Here, the "Ausgaben- und Finanzierungsplan" means the detailed Excel template of the LFDK.

The "Kosten/Finanzierungsplan" is part of the kultur.web application form and is substantially more reduced.

INFORMATION ON FINANCING

The funding amount provided by the Landesbüro is a minimum of 5,000 euros and a maximum of 20,000 euros per financial year, i.e. up to a maximum of 40,000 euros for multi-year projects.

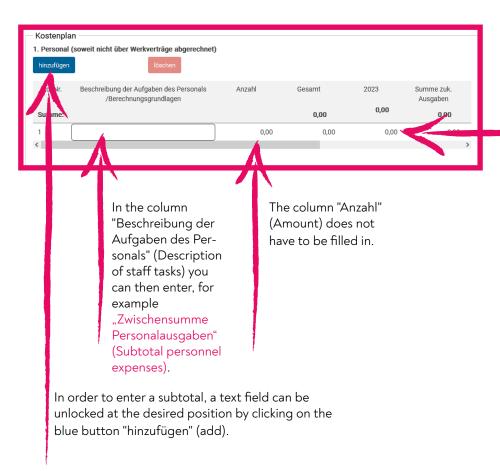
Other funds must be obtained for the project. For example, foundations (e.g. bank foundations or art foundations) and sponsors should be approached, as should the local authority or bodies at federal level (e.g. Fonds Darstellende Künste).

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The following tricks and tips will help you to transfer the required data from the Ausgaben- und Finanzierungsplan quickly and easily:



Another column carries the name of the calendar year in which the project is to be implemented. The amount of the respective subtotal should be entered here.

For multi-year projects, the subtotals for both calendar years should be entered.

The column for the second funding year appears when you move the slider at the bottom of the table to the right.

Make sure that the implementation period is specified precisely in the form. Only if this period extends over two years will the additional column be activated in the "Kostenplan".



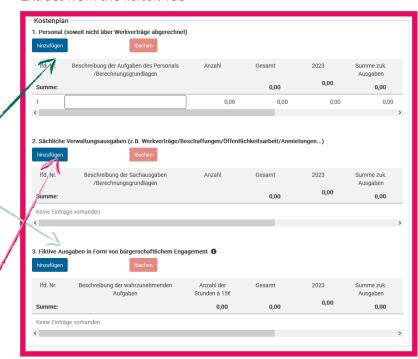
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FILL OUT APPLICATION

Extract from the EXCEL table

			Kalenderjahr
AUSGABEN			(ggfs. Extra-Spalte für Folgejahr)
Position	Erläuterung	Einzelposten	Zwischen- / Gesamtsumme
1.a Personalausgaben			
Künstlerische Leitung	Person X. X Monate	X Euro pro Monat/Woche/Tag	0.00 €
Projektmanagement	Person X. X Monate	X Euro pro Monat/Woche/Tag	
Lichtdesign / Technik	Person X. X Monate	X Euro pro Monat/Woche/Tag	
Dramaturgie	Person X, X Monate	X Euro pro Monat/Woche/Tag	
Öffentlichkeitsarbeit	Person X, X Monate	X Euro pro Monat/Woche/Tag	0.00 €
Schauspieler/Tänzer/Performer*innen	Personen X, Y, Z, X Wochen	X Euro pro Monat/Woche/Tag	0,00 €
Musiker*innen etc.	Personen X, Y, Z, X Wochen	X Euro pro Monat/Woche/Tag	0,00 €
Grafikdesign	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
Aufbauteam	Personen X&Y, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
Zwischensumme Pos. 1a			0,00 €
			\circ
1.b Personalausgaben			
ggfs. Bürgerschaftliches Engagement	Personen X, Y, Z, X Stunden, fiktive Berechnung	15 Euro/Stunde	0,00€
2. Sachausgaben			
Miete	Probenmiete, X Wochen/ Tage	Kosten pro Woche	0,00 €
Büromaterial	Telefon, Konto usw.	·	0,00 €
Fahrtkosten	Künstler*innen, X Fahrten		0,00 €
Unterkunft	Künstler*innen, X Nächte		0,00 €
Materialkosten			0,00 €
Technikmiete			0,00 €
Kostüm			0,00 €
Transportkosten			0,00 €
Künstlersozialkasse		jahresaktueller Abgabesatz	0,00 €
Gema			0,00 €
Overheadkosten	Pauschal max 2,5 % der zuwendungsfähigen Ges	samtausgaben	0,00€
Zwischensumme Pos. 2			(0,00 €)
3. Öffentlichkeitsarbeit			
Druck	Flyer, Poster, Heft	4	0,00 €
Anzeigenschaltung			0,00 €
Webhosting	SOIT	2	0,00 €
Zwischensumme Pos. 3		-	0.00 €
GESAMTAUSGABEN			0,00 €
CLOAMIAOSGABLI	1	!	0,00 €

Extract from the kultur.web



1.a Personalausgaben (Zwischensumme Pos. 1.a) = 1. Persona

- 1.b Bürgerschaftliches Engagement = 3. Fiktive Ausgaben in Form von bürgerschaftlichem Engagement
 - 2. Sachausgaben (Zwischensumme Pos. 2) = 2. Sächliche Verwaltungsausgaben
 - 3. Öffentlichkeitsarbeit (Zwischensumme Pos. 3) = 2. Sächliche Verwaltungsausgaben



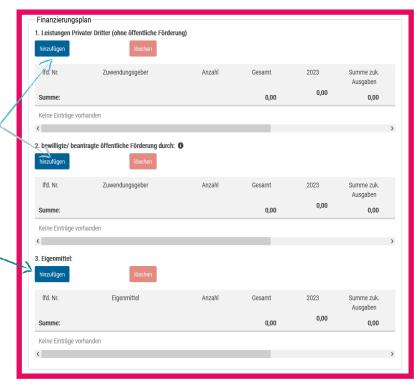
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FILL OUT APPLICATION

Extract from the EXCEL table

54	200			
55	Finanzierung			
56	Position	Erläuterung	Status der Bewilligung	Zwischen- / Gesamtsumme
57	Einnahmen			
58	A - Leistungen öffentlicher Dritter			
59	Kulturbüro der Stadt X	Förderbereich X	It. Bewilligungsbescheid Datum X	0,00
60	Öffentlicher Fonds X	Förderbereich X	beantragt zum XY	0,00
61				
62	Zwischensumme Pos. A			0,00
63				
64	B - Leistungen privater Dritter			
65	Stiftung X	Förderbereich X	beantragt zum	0,00
66	Sponsor X		It. Sponsoringsvertrag Datum X	0,00
67	Eintrittsgelder		Schätzwert	0,00
68				
69	Zwischensumme Pos. B			<u>0,00</u>
70				$\overline{}$
71	C - Eigenmittel			
72	Eigenanteil (bar)	Geldfluss		0,00
73	Koproduzent	Geldfluss	laut Koop.vereinbarung	0,00
	Bürgerschaftliches Engagement	fiktive Berechnung (siehe oben)		0,00
75				
76	Zwischensumme Pos. C			<u>0,00</u>
77				\perp
78				
79	Beantragte Förderung LFDK	Allg. Projektförderung Kalenderjahr XY	hiermit beantragt	<u>0,00</u>
80				

Extract from the kultur.web



- A Leistungen öffentlicher Dritter (Zwischensumme Pos. A) = 2. bewilligte/ beantragte öffentliche Förderung durch
- B Leistungen privater Dritter (Zwischensumme Pos. B) = 1. Leistungen Privater Dritter
- C Eigenmittel (Zwischensumme Pos. C) = 3. Eigenmittel



1)-0-0-

FILL OUT APPLICATION

Kosten/Finanzierungsplan

Hinweis: Ohne eine ausgefüllte Projektfinanzierung kann Ihr Projekt nicht berücksichtigt werden.
Bitte überdenken Sie, ob die folgenden Jahre ausschlaggebend für Ihr aktuelles Projekt sind, bevor Sie diese befüllen.

	Gesamt	2023	Summe zuk. Ausgaben	2024
Gesamtkosten	0,00	0,00	0,00	0,00
davon grundsätzlich zuwendungsfähige Ausgaben	0,00	0,00	0,00	0,00
abzgl. Leistungen Privater Dritter (ohne öffentliche Förderung)	0,00	0,00	0,00	0,00
zuwendungsfähige Gesamtausgaben	0,00	0,00	0,00	0,00
Beantragte Förderung	0,00	0,00	0,00	0,00
bewilligte/ beantragte öffentliche Förderung (Summe) durch Zuwendungsgeber	0,00	0,00	0,00	0,00
Eigenmittel	0,00	0,00	0,00	0,00
<				>



KOSTEN/FINANZIERUNGSPLAN (COST/FINANCING PLAN)

One crucial submission is still missing for the Kosten/Finanzierungsplan (costs/financing plan) to be accepted by the system:

Tip: In the Kosten-/Finanzierungsplan overview the line "davon grundsätzlich zuwendungsfähige Ausgaben" (of which basically eligible expenditure) must be filled in.

Enter the total expenditure of your project here.

In case you receive funding, the total eligible expenditure will be finalised later by the LFDK in the funding contract.

Once all these entries have been made, the system automatically calculates the amount of funding requested. Please check carefully whether the calculated funding amount matches the funding amount in the LFDK template for the expenditure and financing plan.

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Erklärung
Optionale Felder (nur ankreuzen, wenn zutreffend):
□ Der/die Antragsteller*in befindet sich in der Konzeptions-, Spitzen-, Exzellenz- oder Mittelzentrenförderung des Landes Nordrhein-Westfalen. Hiermit wird bestätigt, dass es sich bei dem beantragten Projekt um ein konzeptionell zusätzliches Projekt handelt, welches nicht bereits Bestandteil einer der o.g. mehrjährigen Förderung ist.
☐ Der/die Antragsteller*in wird institutionell vom Land NRW gefördert.
Der/die Antragsteller*in erklärt, dass
mit der Maßnahme noch nicht begonnen wurde. Mit der Antragstellung (Eingangsdatum des Formantrags beim NRW Landesbüro Freie Darstellende Künste e.V.) ist der vorzeitige Maßnahmenbeginn zugelassen. Der / die Antragsteller*in sagt zu, auch für den Zeitraum zwischen Antragstellung und einer eventuellen späteren Bewilligung des Vorhabens die Regelungen der allgemeinen Nebenbestimmungen für Zuwendungen zur Projektförderung gemäß Anlage 2 zu Nr. 5.1 VV zu § 44 LHO beachten. *
☐ Änderungen im Ausgaben- und Finanzierungplan unaufgefordert schriftlich mitgeteilt werden. *
🗌 die, in diesem Antrag gemachten Angaben (einschließlich der beigefügten Antragsunterlagen) vollständig und richtig sind. *
der/die Antragsteller*in zum Vorsteuerabzug: *
○ berechtigt ist *
nicht berechtigt ist *
die <u>Allgemeinen Nebenbestimmungen für Zuwendung der Projektförderung (ANBest-P</u>) beachtet wurden.*
☐ die <u>Fördergrundsätze</u> gelesen wurden. *
er/sie einverstanden ist, dass das NRW Landesbüro Freie Darstellende Künste die hier angegebenen Daten dauerhaft speichern und an Dritte weitergeben kann, soweit dies für die geplante Förderung des Projektes und für die Öffentlichkeitsarbeit notwendig ist. Der/die Antragsteller*in ist insbesondere einverstanden, dass *
 das NRW Landesbüro Freie Darstellende Künste die in diesem Antrag gemachten Angaben zur internen Dokumentation, Verwaltung und Auswertung speichert, sowie den Mitarbeiter*innen des Landesbüros, den NRW Bezirksregierungen, dem zuständigen Ministerium, Mitgliedern der Jury, dem Vorstand und der Geschäftsführung zur Erfüllung ihrer Aufgaben bekannt gibt.
 der Name des/der Antragsteller*in zusammen mit dem geförderten Projekt der Öffentlichkeit bekannt gegeben wird.
Ein Rechtsanspruch auf Förderung besteht nicht!

DECLARATIONS (MANDATORY FIELDS)

These boxes must be marked with a cross. For the declaration of entitlement to deduct input tax, one of the two options must be ticked. Please read all texts carefully.

DECLARATIONS (OPTIONAL FIELDS)

Only put a cross here if it applies.

Please note: groups and venues institutionally funded by the State of North Rhine-Westphalia are not allowed to contribute their own share. In this case, we will accept applications without any own contribution.



OPTIONAL FIELD 1

"Der/die Antragsteller*in befindet sich in der Konzeptions-, Spitzen-, Exzellenz- oder Mittelzentrenförderung..." (The applicant is in the conception, top, excellence or medium centre funding...).

Joint funding within a project with these multi-year state funding schemes is excluded. If you have ticked this box, please confirm again separately in the detailed project description how the current state funded project and the newly applied for project are clearly distinguishable from each other.

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- A maximum of 5 files can be uploaded
- max. 10 MB per uploaded file
- file formats: Excel (.xlsx, .xls), PDF (.pdf), JPEG (.jpg), PNG (.png), GIF (.gif)

DOKUMENTENUPLOAD

Attachments to your application can be uploaded in the "Dokumentenupload" section.



Mandatory document:

Complete "Ausgaben- und Finanzierungsplan" in LFDK template

- Template on the LFDK website
- Submit as Excel file if possible

Optional document:

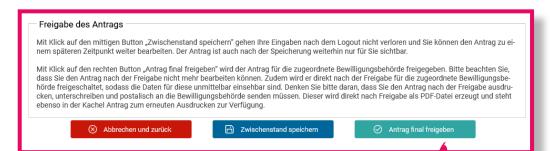
Detailed project description

- summarised in one document (with pictures, if applicable)
- max. 5 pages
- the jury is not obliged to read files containing more than 5 pages.

Depending on the legal form, obligatory documents:

- Articles of association/extract from the register of companies
- Excerpt from the commercial register
- Shareholders' agreement, power of attorney if applicable

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Important: The application data sheet must be printed out and sent to the LFDK by post with an original signature.

RELEASE OF THE APPLICATION

To submit the final application to the LFDK, click on the green button "Antrag final abgeben" (Final approval of application). If an obligatory field has not been filled in, a red information field will now appear. In addition, the missing compulsory field is framed in red and can be filled in accordingly.

Tip: the application can only be finally released when all mandatory fields have been filled in.

If you have entered all the information, you must confirm the approval by clicking on the "Ja" (Yes) button. Once the application has been approved, you will receive a confirmation of receipt by e-mail. In addition, a PDF file with the overview of the application details will be automatically downloaded and opened.

SUBSEQUENT CHANGES

Once the application has been approved, you can view it via your user account, but you cannot edit it afterwards.

Tip: if you make changes in your project planning after releasing the application, or notice input errors, send us an email (<u>projektfoerderung@nrw-lfdk.de</u>), explaining the changes.





Since the LFDK allocates public funds, there is a lot to consider when utilising them. If you are applying for the first time, you should seek advice in advance from the LFDK or attend one of our seminars. We will explain some terms and rules here, but by no means all of them!

The funding of the LFDK consists of a fixed sum. In the case of fixed-sum funding, the funding provider (in this case the LFDK) contributes a fixed amount to the eligible expenditure, even if the total expenditure changes. That said, a subsequent reduction in the expenditure and financing plan by more than 30% will raise doubts as to whether the funding purpose of the project can still be fulfilled as planned. Caution is advisable here.

You should definitely have a realistic assessment of the project funding from the beginning. If additional funding sources are added later that were not planned from the beginning and the total volume of the project becomes significantly larger as a result, you must be able to explain what additional expenses will be incurred or whether there are new, necessary project elements. Otherwise the question will arise as to whether the funding from the National Office is still necessary.

Your calculation can include the planned expenses for the time leading up to the premiere (including preparatory measures, rehearsals, etc.) and the expenses for up to four performances, provided the performances take place in NRW and within the funding period.

EXPENDITURE AND FINANCING PLAN

Stand: Datum Projekt: Projektname Kontakt: XYZ e.V. c/o XYZ, Tel, E-Mail	ngsplan	Die Angaben in diesem Ausgaber Beispiele, die individuell angepas	st werden müssen.
Nicht vorsteuerabzugsberechigt. Alle Ar Ourchführungszeitraum:	ngaben in Bruttopreisen. ODER: Vorsteuerabszu	gsberechtigt. Alle Angaben in Nettopi	reisen.
Premierendatum/ Aufführungsdaten:			in Euro
Anzahl der Aufführungen (inkl. Premi AUSGABEN	ere):		Kalenderjahr (ggfs. Extra-Spalte für Folgejahr
Position	Erläuterung	Einzelposten	Zwischen- / Gesamtsumme
1.a Personalausgaben			
Künstlerische Leitung Projektmanagement	Person X, X Monate Person X, X Monate	X Euro pro Monat/Woche/Tag X Euro pro Monat/Woche/Tag	0,0
ichtdesign / Technik	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,0
Dramaturgie	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,0
Öffentlichkeitsarbeit Schauspieler/Tänzer/Performer*innen	Person X, X Monate Personen X, Y, Z, X Wochen	X Euro pro Monat/Woche/Tag X Euro pro Monat/Woche/Tag	0,0
Musiker*innen etc.	Personen X, Y, Z, X Wochen	X Euro pro Monat/Woche/Tag	0,0
Grafikdesign	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,0
Aufbauteam	Personen X&Y, X Monate	X Euro pro Monat/Woche/Tag	0,0
Zwischensumme Pos. 1a			0.0
1.b Personalausgaben ggfs. Bürgerschaftliches Engagement	Personen X, Y, Z, X Stunden, fiktive Berechnung	15 Euro/Stunde	0,0
gris. Dargerscharaiches Engagement	Personen A, 1, 2, A Standen, liktive bereamling	13 EditorStande	0,01
2. Sachausgaben			
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Büromaterial	Telefon, Konto usw.		0,0
ahrtkosten	Künstler*innen, X Fahrten		0,0
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3. Öffentlichkeitsarbeit			
Druck Anzeigenschaltung	Flyer, Poster, Heft		0,0
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EXPENDITURE AND FINANCING PLAN

DATE OF PREMIERE

Here should be the target date of the premiere and further performances.

1. PERSONNEL EXPENSES

In its funding, the LFDK takes into account the lower fee limit recommendation of the Bundesverband Freie Darstellende Künste (Federal Association of Independent Performing Arts). Therefore, please do not simply state the fee for a task, but also how much time is to be spent on it, so that we can classify and understand whether a fair payment is being sought.

2. MATERIAL EXPENSES

Overhead costs are costs incurred that cannot be directly allocated to any item (e.g. general resources such as the telephone costs, toilet paper or other consumables in the office). Overhead costs can be accepted up to 2.5% of the total eligible expenditure, even without proof. This item should definitely be included in the application, even if it is not used in the end. (The total eligible expenditure is determined as follows: total expenditure minus contributions from private third parties). Since the funding requested is public money, the rules of the State Budget Code must be observed. This includes planning and acting economically and sparingly. For example, no hospitality, banquets, closing ceremonies or gifts may be financed. Travel expenses must be settled in accordance with the NRW State Travel Expenses Act. Please take this into account during the planning stage.



MATERIAL EXPENSES & PUBLIC RELATIONS WORK

Just as important as the correct calculation of personnel costs is the realistic calculation of material expenses and expenses for public relations.

Expenditure on public relations in particular is a component of the project calculation that should not be neglected.

2	Stand: Datum		Beispiele, die individuell angep	asst werden müssen.
3	Projekt: Projektname			
4	Kontakt: XYZ e.V. c/o XYZ, Tel, E-Mail			
5	Nicht vorsteuerabzugsberechigt. Alle	Angaben in Bruttopreisen. ODER: Vorsteu	erabszugsberechtigt. Alle Angabe	en in Nettopreisen.
6			T 100 100 100 100 100 100 100 100 100 10	h
7	Durchführungszeitraum:			
8	Premierendatum/ Aufführungsdaten			in Euro
9	Anzahl der Aufführungen (inkl. Prem			
10				Kalenderjahr
11	AUSGABEN			(ggfs. Extra-Spalte für Folgejahr)
				taliana di salah di s
	Position	Erläuterung	Einzelposten	Zwischen- / Gesamtsumme
13	1.a Personalausgaben			
14	Künstlerische Leitung	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
15	Projektmanagement	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
16	Lichtdesign / Technik	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
17		Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
18	Öffentlichkeitsarbeit	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
19	Schauspieler/Tänzer/Performer*innen	Personen X, Y, Z, X Wochen	X Euro pro Monat/Woche/Tag	0,00 €
20	Musiker*innen etc.	Personen X, Y, Z, X Wochen	X Euro pro Monat/Woche/Tag	0,00 €
21	Grafikdesign	Person X, X Monate	X Euro pro Monat/Woche/Tag	0,00€
22	Aufbauteam	Personen X&Y, X Monate	X Euro pro Monat/Woche/Tag	0,00 €
23	<u></u>			2000
24	Zwischensumme Pos. 1a			0,00 €
25		9		
	1.b Personalausgaben			
27	ggfs. Burgerschaftliches Engagement	Personen X, Y, Z, X Stunden, fiktive Berechnu	il 15 Euro/Stunde	<u>0,00 €</u>
28				
29				
30	2. Sachausgaben			
	Miete	Probenmiete, X Wochen/ Tage	Kosten pro Woche	0,00€
32	Büromaterial	Telefon, Konto usw.		0,00 €
	Fahrtkosten	Künstler*innen, X Fahrten		0,00 €
	Unterkunft	Künstler*innen, X Nächte		0,00 €
	Materialkosten Technikmiete			0,00 €
	Kostüm			0,00 €
	Transportkosten			0,00 €
39	Künstlersozialkasse		jahresaktueller Abgabesatz	0,00 €
40	Gema		Jamesaktuener Abgabesatz	0,00 €
41	Overheadkosten	Pauschal max 2,5 % der zuwendungsfähigen	Gesamtausgahen	0,00 €
42		- 2221121 How E,o 70 dor Editoria drigoratingori		20,00 0
43	Zwischensumme Pos. 2			0.00 €
44	Zanazana i da. E			0,000
45	3. Öffentlichkeitsarbeit			
46	Druck	Flyer, Poster, Heft	- 4	0,00 €
47	Anzeigenschaltung		_ 1	0,00 €
48	Webhosting			0.00 €
49				2,00
	Zwischensumme Pos. 3		-	0.00 €
				2.30.0



LOWER FEE LIMIT

Please note the transitional regulation! <u>Information on our website.</u>



EXPENDITURE AND FINANCING PLAN

54 55	Finanzierung			
56	Position	Erläuterung	Status der Bewilligung	Zwischen-/Gesamtsumme
	Einnahmen			
58	A - Leistungen öffentlicher Dritter			
59	Kulturbūro der Stadt X	Förderbereich X	It. Bewilligungsbescheid Datum X	0,00
60	Öffentlicher Fonds X	Förderbereich X	beantragt zum XY	0,00
61				
62	Zwischensumme Pos. A			<u>0,00</u>
63				
64	B - Leistungen privater Dritter			
65	Stiftung X	Förderbereich X	beantragt zum	0,00
66	Sponsor X		It. Sponsoringsvertrag Datum X	0,00
67	Eintrittsgelder		Schätzwert	0,00
68	Zuisahananana Baa B			0.00
69 70	Zwischensumme Pos. B			<u>0,00</u>
71	C - Eigenmittel			
		Zanguganan,	*	
72	Eigenanteil (bar)	Geldfluss		0,00
73	Koproduzent	Geldfluss	laut Koop.vereinbarung	0,00
74	Bürgerschaftliches Engagement	fiktive Berechnung (siehe oben)		0,00
75				
76	Zwischensumme Pos. C			<u>0,00</u>
77			1	

A - SERVICES PROVIDED BY PUBLIC THIRD PARTIES

This refers to other public sponsors of the project, i.e. services provided by so-called public third parties. Local authority funds or federal funds or even EU funds.

This also includes public foundations or, for example, the Performing Arts Fund.

If possible, there should be no further state funding. If other funding pots with state money areplanned (e.g. Regional Cultural Policy (RKP) or the project funding of NRW Socioculture), then the simultaneous funding must be agreed upon with all funding bodies in good time (see following page).

C - YOUR OWN CONTRIBUTION

Your own contribution should amount to at least 10% of the total eligible expenditure. The total eligible expenditure is determined as follows: total expenditure minus contributions from private third parties.

An "own contribution" is a cash contribution made by the project executing agency itself or by the cooperation partners. A cooperation partner is usually a project partner who not only contributes funds to the project but is also conceptually involved in the project. In any case, it is important that the financial support is neither a grant, earmarked donation, sponsoring with a quid pro quo, nor is it tied to other conditions. In all these cases, the money would then fall under "B - Services provided by private third parties".

Admission payments are also listed as private third-party funds. If no cash is available, it is also possible to contribute part or all of the own contribution as civic engagement (see following page).

Please note: groups and venues institutionally funded by the state of North Rhine-Westphalia are not allowed to contribute their own share. In this case, we will accept applications without a personal contribution.

B - SERVICES PROVIDED BY PRIVATE THIRD PARTIES

Payments from private third parties are private donors, such as private foundations (including the NRW Kunststiftung), entrance fees, sponsors or earmarked donations that are donated specifically for the project.

Admission income is usually an integral part of the project calculation. If you do not expect any admission income, please include a short justification with the application (e.g. in the detailed project description).

____ EXPENDITURE AND FINANCING PLAN

CIVIC ENGAGEMENT

Civic engagement: if people carry out unpaid auxiliary work within the framework of the project, this is civic engagement. The service can be included in the tax base as a notional expense. The item must appear both in the expenditure (under personnel costs) and under financing (under your own contribution) and is calculated on a notional basis at 15 euros per hour. The amount of the notional expenditure for civic engagement may not exceed 20% of the total eligible expenditure. Please also read the guidelines on our website.

It is also important that the service does not take place in your own professional sphere and thus constitute a fee waiver. Since we support professional projects in the field of the independent performing arts, any professional (artistic) work should also be paid for. Civic engagement is often offered, for example, in the area of ticket sales or cloakroom or similar - but here, too, you should make sure that these are people who are not dependent on the payment and who are willingly and voluntarily involved in the project, e.g. in the context of associative work.

70				
71	C - Eigenmittel			
72	Eigenanteil (bar)	Geldfluss		0,00
73	Koproduzent	Geldfluss	laut Koop.vereinbarung	0,00
74	Bürgerschaftliches Engagement	fiktive Berechnung (siehe oben)		0,00
75				
76	Zwischensumme Pos. C			<u>0,00</u>
77 78				
78				
79	Beantragte Förderung LFDK	Allg. Projektförderung Kalenderjahr XY	hiermit beantragt	<u>0,00</u>
80				
81	GESAMTFINANZIERUNG			0,00
	Hinweis: Unter den Gesamtausgaben bitte	e alle Ausgaben in Euro aufführen, die voraussi	ichtlich im Projektzusa nmeh	hang entstehen werden; also alle Ausgaben,
0.00000		eben wird. Sofern noch geldwerte Leistungen (acht werden sollen, diese Leistungen bitte
82	<u>nicht</u> in den Ausgabenplan einberechnen	, sondern unter D - geldwerte Leistungen erläut	ern:	
83				
84	D - Geldwerte Leistungen	z.B. entfallende Raummiete, etc.		
85	Eigenanteil 🛕			0,00
86	Koproduzent			0,00
87	SUMME:			0,00
88				
89	Der AFP sollte mörichst als PDF-Datei ges	endet werden, wobei die Schriftgröße lesbar se	ein sollte und die Datei r	ist kompakt gedruckt werden kann.

D-NON-CASH BENEFITS

This refers to material costs that have a certain value but for which no money is paid (e.g. if rehearsal rooms can be used free of charge, a website is created free of charge, material is provided).

The noncash benefits document that the project team has managed to contribute its own resources and those of others to the project and should therefore be listed, even if they are not included in the basis for calculation

AMOUNT OF FUNDING REQUESTED

The requested funding amount should be rounded off to the nearest hundred euros.

5

EXPENDITURE AND FINANCING PLAN

43	Zwischensumme Pos. 2			0,00€
44				
45	3. Öffentlichkeitsarbeit			
46	Druck	Flyer, Poster, Heft		0,00€
47	Anzeigenschaltung	L'OLT		0,00 €
48	Webhosting			0,00€
49			4	
50	Zwischensumme Pos. 3			<u>0,00 €</u>
51				
72	GESAMTAUSGABEN			<u>0,00 €</u>
53				

TOTAL EXPENDITURE / TOTAL FUNDING

These totals must match in order for the expenditure and financing plan to be balanced.

If this is not the case, the application is not formally correct.

	Beantragte Förderung LFDK	Allg. Projektförderung Kalenderjahr XY	hiermit beantragt	<u>0,00</u>		
80						
81	GESAMTFINANZIERUNG			0,00		
82	Hinweis: Unter den Gesamtausgaben bitte alle Ausgaben in Euro aufführen, die voraussichtlich im Projektzusammenhang entstehen werden; also alle Ausgaben, zu denen es später eine Geldbewegung geben wird. Sofern noch geldwerte Leistungen (Sachleistungen, etc.) eingebracht werden sollen, diese Leistungen bitte in den Ausgabenplan einberechnen, sondern unter D - geldwerte Leistungen erläutern:					
83						
84	D - Geldwerte Leistungen	z.B. entfallende Raummiete, etc.				
85	Eigenanteil			0,00		
86	Koproduzent			0,00		
87	SUMME:			0,00		
88		4		9		



If other funding is requested as an alternative to our funding, this should be noted in or under the expenditure and financing plan. If necessary, funders will then discuss which program a project fits better into and find a solution.

A transparent procedure is important here, so that a simultaneous application does not only become known afterwards and subsequently a grant has to be rejected.

EVERYTHING? Create user account Fill in the application form and transfer sub-Sign the application data sheet and totals from the "Ausgaben- und Finanzierungsplan" (expenditure and financing plan) send it to the LFDK by post. Upload expenditure and financing plan in LFDK template (document upload). Give final approval to the application GOOD LUCK! Upload detailed project description (if applicable, via document upload) Check application details for the last time V~~ If necessary, upload further documents Fill in the declaration completely (articles of association/GbR contract or (mandatory fields) similar).

HAVE YOU THOUGHT OF



AFTER SUBMITTING THE APPLICATION



WAITING FOR THE JURY'S DECISION

The jury consists of six voting members: five representatives appointed by the LFDK in consultation with the nrw landesbuero tanz and one representative from the Ministry of Culture and Science NRW. The jury is advised by representatives of the five district governments in NRW. As soon as a jury has been nominated for the respective deadline, you will find the jury membership on our Website on our website under "Die Jury".

We need time to formally review the applications and compile the material for the jury. The jury then needs sufficient time to read and evaluate all applications in detail. About eight to ten weeks are planned for these processes, at which point the jury will meet to decide on the funding projects.



THE DECISION WILL BE COMMUNICATED BY EMAIL

Immediately after the jury meeting, all applicants will be informed by email. Those who receive a rejection may resubmit their application by the next deadline. It is a good idea to discuss this beforehand and, if necessary, make adjustments to the application.

Those who receive a letter of intent can be more than happy! All further steps will then be explained in the email. We offer several information seminars for those who receive funding and will accompany you through the project phase up to the settlement of accounts and the proof of use.



WHEN DOES THE MONEY ARRIVE?

Before the money arrives, a grant agreement will be concluded. We can only conclude this contract as soon as

- 1) the financing of the project is secured,
- 2) the state of North Rhine-Westphalia has passed the budget and
- 3) the district government responsible for us has confirmed the money in an official decision.

So even after a positive decision, you will still have to wait a bit. Especially with the first funding round of the budget year the process sometimes drags on a bit.

In the grant agreement, two payment dates are agreed upon. On each occasion 50% of the funding amount will be transferred.

WE WISH YOU EVERY SUCCESS WITH YOUR APPLICATION!

If you have any further questions, please do not hesitate to contact us by phone or email.

WE ADVISE YOU!



The project support team:
Julia Knies I Jenny Eimer I Nele Marx



Mail: projektfoerderung@nrw-lfdk.de



Phone: +49 231 47 42 92 09 Consultation Hours: Mo/Mi/Fr from 10-12 o'clock, Tue/Thu 13-15 o'clock and after personal arangement.



Web: <u>www.nrw-lfdk.de</u>



