

**Funding guidelines for project funding “Cultural Education”
for independent dance and theatre professionals**

Since 2009, the LaFT BW (Regional Association of Independent Dance and Theatre Professionals) has financially supported outstanding projects on the independent dance and theatre scene in the field of cultural education for children, young and older adults and senior citizens in Baden-Württemberg. Funding is made available by the Ministry of Science, Research and the Arts of Baden-Württemberg.

The minimum funding amount is 2,000 EUR. The Ministry of Science, Research and the Arts approves the funding on the basis of a recommendation by an independent jury of the LaFT BW based on the principle of a simple majority.

The jury consists of

- representatives appointed by the Landesverband Freie Tanz- und Theaterschaffende Baden-Württemberg e.V. (LaFT BW),
- representatives appointed by the Landesarbeitsgemeinschaft der Kulturinitiativen und soziokulturellen Zentren Baden-Württemberg (State Working Community of Cultural Initiatives and Sociocultural Centers Baden-Württemberg) [\[1\]](#), [\[2\]](#)
- media representatives appointed by the Ministry of Science, Research and Arts, as well as
- representatives of the respective city’s cultural office appointed by the Ministry

A representative of the Ministry of Science, Research and the Arts without voting rights may attend the jury sessions.

Funding priorities

As with conventional project funding, the projects should be characterised by their artistic quality, originality and model character, and provide impetus for the work and further development of the independent theatre scene in Baden-Württemberg in the field of cultural education.

The participating children, adolescents, young or older adults or senior citizens in Baden-Württemberg should be actively involved in the preparation and production processes and be able to participate artistically in the implementation of the project. In particular, it would be desirable to involve people in the projects that normally have difficulty accessing cultural-education opportunities. The projects should involve a collaboration between professional artists and cultural practitioners and educators, social pedagogues and teachers, as well as a cooperation between cultural and educational institutions and children’s and youth facilities in Baden-Württemberg. The description of the project must also include a clear outline of the pedagogical dance, music and/or drama concepts. The artistic and pedagogical quality as well as the quality of the content are decisive factors for being selected.

Funding is provided for innovative approaches that contribute to the development of cultural education in the field of the performing arts. For this reason, the projects must be sufficiently documented from the preparatory stage through to the performances. Here it should be expressly pointed out that even projects that are unsuccessful in their implementation can make a valuable contribution to the further development of a concept in the field of cultural education. If innovative paths are taken, it is possible that they may lead to a dead end. It is therefore very important to adequately document even unsuccessful projects, with an analysis of difficulties and problems in the planning or implementation, in order to be able to avoid them in the future.

Funding principles

The LaFT BW (Regional Association of Dance and Theatre Professionals Baden-Württemberg) financially supports outstanding projects in the field of “cultural education” on the independent dance and theatre scene on behalf of the state with funding made available by the Ministry of Science, Research and the Arts of Baden-Württemberg. Funding is only available to independent dance and theatre professionals (individual artists, GbRs, associations, GmbHs, etc.) who have been working as freelance professionals for at least two years and who are based and work in Baden-Württemberg and do not receive institutional funding from the state of Baden-Württemberg (small or regional theatres, city and state theatres). “Professional” is defined as artists who work primarily in the performing arts on a freelance basis and who make a living mainly from this work (more than 50%). The projects should stand out for their artistic quality, originality and exemplary character and give impetus to the work of the independent dance and theatre scene in Baden-Württemberg.

Project funding is granted exclusively for the development of the production until it is ready to premiere. This means that costs for the premiere and subsequent performances are **not** part of the application. The public dress rehearsals, advance showings and/or premieres of the respective projects must take place in Baden-Württemberg.

Please note that rehearsal fees for self-employed artists (i.e. also freelance graphic designers, photographers, dramaturgues, costume designers, set designers, make-up artists) are subject to **social security contributions to the Künstlersozialkasse** (social security fund for artists), unless – due to the underlying legal form (GBR, GmbH) – the artists are equal partners of the producing company and therefore independent entrepreneurs.

Upon submission of the application, the LaFT BW is not responsible for determining who needs to be paid social security contributions; this is the responsibility of the applicant.

Funding guidelines

The funding awarded by the state of Baden-Württemberg, and organised and implemented by the LaFT BW, is subject to the following guidelines:

1. Only fully completed, online application forms will be taken into consideration for the awarding of funding. In case of unforeseen circumstances (e.g. system malfunctions, etc.), the office reserves the right to request 14 copies of the applications by post.

2. The application must be submitted to the LaFT BW office via the online application procedure. The online application forms for the respective funding programmes are available on the LaFT BW website (www.laftbw.de) under the “Funding Programmes” tab.
4. The Ministry of Science, Research and the Arts decides whom to fund on the basis of a recommendation by an independent jury of the LaFT BW based on the principle of a simple majority. There is no legal entitlement to funding. Legal recourse is excluded. The LaFT BW office informs applicants of the decision of the jury without further explanation.
5. The application deadline is binding and is stipulated by the LaFT BW. Applications for project funding can be submitted online from one month before the application deadline until the deadline at midnight on 15 May.
6. The funding granted by the LaFT BW is subject to the general auxiliary provisions for project funding (ANBest-P) of the state. These provisions are part of the notification of the approval of funds. Enclosed with the notification of the approval of funds is a shortened application with the financing plan, which must be confirmed with a legally binding signature within 10 days of receipt and returned to the LaFT BW office.
7. The payment will be made at the beginning of the rehearsal period, or at the earliest 2 months before the premiere, provided that the LaFT BW receives the state funds from the Ministry of Science, Research and the Arts in due time. The premiere dates must be communicated to the office in writing, including the assigned project numbers and the project title, at least 14 days in advance.
8. All publications (posters, programme booklets, documentation, press releases) related to the funded project, must mention the funding in a prominent position using the following set phrase: “Gefördert durch den Landesverband Freie Tanz- und Theaterschaffende Baden-Württemberg e.V. aus Mitteln des Ministeriums für Wissenschaft, Forschung und Kunst”. In addition, the state coat of arms of the state of Baden-Württemberg must be printed.
9. If, for artistic or financial reasons, the concept described in the application (project description, cost or financing plan, premiere date) has to be changed, this must be reported immediately to the LaFT BW.
10. If a production cannot be realised, this must also be reported immediately to the LaFT BW. In this case, funds already paid out must immediately be transferred back to the account of the LaFT BW without a formal request.
11. Proper use of the funds must be proven no later than 3 months after completion of the project (premiere). Evidence of how funding was put to use consists of a factual report and numerical proof of the funds used. For this, the form “Verwendungsnachweis/Projektförderung” of the LaFT BW must be submitted to the office. Because the funding is awarded as a fixed amount, no receipts need be included as proof of use. Receipts should nonetheless be kept for 10 years in accordance with statutory requirements. What does need to be submitted is numerical proof in the form of a summary of all financial contributions, income and expenditure based on the original cost and financing plan or, if applicable, according to the changed plan submitted and approved before the start of production.
12. The LaFT BW can, without giving any reason for carrying out a check, request copies of all documents to be handed into the office – incl. the applicable contracts with employees, arranged in chronological order with details of the recipient/payer and the reason for receipt/payment.

13. Together with the proof of how the funding was used, a short but descriptive documentation of the project from the preparatory stages through to the performances, incl. a DVD or CD-Rom of the performance, is to be made available to the LaFT BW.

Withdrawal of funding approval

The funding approval can be withdrawn at any time if:

1. the funding recipient violates the funding guidelines for the project funding,
2. the funding recipient can no longer ensure proper management of the project,
3. the funding recipient abandons the fundamental concept for which the funding was awarded without the prior approval of the jury of the LaFT BW.

If you have any questions about the principles and guidelines listed above or about how to apply, please contact the office of the LaFT BW in order to prevent your application from being rejected for not fulfilling the necessary requirements. To be eligible for funding and in order to get advice on how to apply, you do not have to be a member of the LaFT BW.

Data protection information

Legal basis for the processing of personal data including possible legitimate interests in accordance with Art 6. Para. 1 lit. a DSGVO. Please refer to our data protection information.

Baden-Baden, October 2019