

## **APPLICATION INFORMATION NPN COPRODUCTION FUND FOR DANCE**

### **I. CRITERIA FOR ALLOCATION**

1. The expected quality of the production and professionalism is recognized by the jury of experts.
2. The network of co-producers is made up of a co-producer 1 from a German federal state and a co-producer 2 from another German federal state or foreign country. Co-producer 2 must make a financial contribution of at least 5.000,- EUR to the costs of the production as a co-production contribution. At least one co-producer is a performance venue, production venue, festival, etc. (not another artist).
3. The other co-producers provide substantial financial contributions for the realization of the production. In the case of low financial contributions, additional non-financial contributions and/ or other infrastructure support has relevance for the jury's decision process.
4. The company or artist's work has national relevance.

### **II. THE APPLICATION PROCESS**

The administration of the NPN is the responsibility of JOINT ADVENTURES – Walter Heun. All applications for funding must be submitted via the digital application portal by the deadline and will be reviewed there. The following documents must be submitted with the application:

- A detailed project description (4 DIN A4 pages max)
- A detailed, balanced financing plan
- A letter of confirmation/ of intent from the co-producers involved
- Video links to previous works

Once all formal requirements have been met, an independent jury of experts will decide on the applications. Please see our [website](#) for the application deadlines of each year.

The application portal is usually open until 20.00 H (CET) on the day of the deadline and technical support for problems is available accordingly. If the application deadline falls on a Saturday, Sunday or public holiday, the next working day shall be the application deadline.

### **III. APPLICANT/ CO-PRODUCER 1**

The applicant is the producer who is realizing the production and is primarily responsible. In the application, he/she is referred to as co-producer 1. The company/

artist can also submit an application, if he/she contributes financial means of production (e.g., other public funds, sponsoring) and thus takes on the role of producer.

As a co-production contribution, the applicant must make a substantial financial contribution in relation to the total expenditures. The origin of co-producer 1's funds must be listed in the detailed plan of financing.

The applicant is authorised to sign, to report changes in the project, to settle the accounts, to take care of the correspondence with the administration, etc. If the application and the funding are not to be handled by the applicant him/herself, a written and original signed letter of authorisation for the representative (e.g. the production management) must be submitted with the application. The letter of authorisation must contain the following:

- Authority to sign
- Authority to act
- Power of attorney over the project account

Regardless of the company or artist's origin, the production must have been mostly realized in Germany, and the applicant must reside in Germany. Rehearsals and residencies in foreign countries are possible.

There are no restrictions on the location of the premiere. As a rule, it takes place at the venue of one of the co-producers.

Support from the NPN Coproduction Fund for Dance is also possible if support has been granted in the past years. As a project grant, the support is directed towards a specific artistic undertaking/ proposal. Receiving support here does not legitimate an entitlement to support for other projects.

#### **IV. PROJECT PERIOD**

Rehearsal work on the production usually must not have begun before the jury's decision has been made.

The funding application can be combined with an application for an early start of the project without entitlement to funding. By applying for an early start, the project can already be started from the date of the application. If the early start of the project is applied for after the application has been submitted, it is sufficient to send an informal e-mail to the administration stating the intended date. The early start of the project requires approval by the administration.

The grant is usually awarded for the current financial year, but no later than March 31, of the following year. The production must be developed, premiered and thus completed within this period.

## **V. CO-PRODUCERS 2, 3 & ADDITIONAL**

The NPN Coproduction Fund for Dance requires that at least two co-production partners cooperate with each other. It also requires that a co-producer from one German federal state cooperates with a co-producer from another federal state or from abroad. At least one of the co-producers must be a venue, production house, festival or similar.

The co-producer 2 must make a financial contribution of at least 5.000,- EUR to the production.

A third or additional co-producers are not absolutely required to attain NPN Coproduction Fund for Dance support, but they do increase the chances of approval. The definition of a co-producer in this context is deliberately broad. Decisive is the substantial contribution to the production. This must primarily be considered financially, i.e., money must flow into the production's creation. In this sense, material support (e.g., rehearsal studio time) alone is not a coproduction contribution. Such support can, however, be given in addition to financial contributions, and it serves to raise the value of a lower financial contribution.

The financial contributions of the co-producers to the production shall be made for the creation of the production and before the premiere. The finished production's invitation to a guest performance and the associated payment of a fee is not a coproduction contribution. If a co-producer plans a guest performance, this should be noted and the fee must be listed separate from the coproduction contribution.

It is important that all involved parties' written agreements, which include their level of financial and other involvement, are on hand for the application. If clear agreements are not reachable at the time of application, then a letter of intent from the co-producer or supporter can be submitted. Please use the form "Sample agreement/ letter of intent" on our [website](#).

However, a subsidy will only then be granted when definitive agreements are on hand from all involved parties.

## **VI. FINANCING PLAN**

There is no standard for the budget level. Most subsidies occur in the framework of 10.000,- to 50.000,- EUR but at a maximum of 50% of the total costs.

### **SHORT FINANCING PLAN**

Only income and expenses that are made/ incurred from the period between the start of the project and including the premiere performance can be listed. Income and expenses resulting from guest performances (i.e. performances after the premiere) cannot be included. Consequently, revenues from ticket sales of guest performances are not to be included, nor are expenses for travel to these guest performances. However, travel prior to the premiere as part of the development of the production can be counted.

It is important that only monetary contributions can be listed as income. Material support (e.g., availability of a rehearsal studio) is not income. Please note in parentheses after the relevant position in the income column if sums are “being applied for” and are thus not yet guaranteed.

#### DETAILED PLAN OF FINANCING

Please also include a detailed plan of financing. In the list of expenses, please enter the main expenses in accordance with the structure of the short financing plan. Only income and costs from the beginning of the project until, and including, the premiere can be listed. In order to ensure the transparency of the financing plan, the items should state the assessment basis and calculation parameters (e.g. number of persons, days, hourly wage).

#### OTHER PUBLIC FUNDING

If additional support applications were submitted to other institutions and their decisions have not yet been made, then an application can still be submitted to us. The applicant is required to provide information about funding from other institutions that has been approved or is pending as an application.

Further third-party funding that is part of the counter-financing of the co-production must be secured by the time the contract is concluded at the latest. Please submit the relevant confirmations, if applicable.

#### PROHIBITION OF DOUBLE FUNDING

An additional subsidy from other federal funds for the production listed in the application could possibly lead to forbidden double federal funding. This will be clarified by us on a case-by-case basis and could lead to an application being turned down – even if the submitted production would deserve support for artistic reasons.

#### ENTITLEMENT TO DEDUCT TAX IN ADVANCE

If the applicant is entitled to deduct tax in advance, the net grants must be treated as gross grants. Value-added tax, which is deductible as tax in advance according to § 15 of the German Value-Added Tax Act (UStG), is not part of the eligible expenses. Therefore, only fees (prices without tax) are to be taken into account in the source and disposition statement (cf. No. 6.2.2 ANBestP). Tax paid can be claimed from the tax office.

#### PERSONNEL COSTS

LAFT Berlin e.V. provides recommendations on lower fee limits for project applications in the performing arts, which you should take into account when preparing your funding plan.

## COSTS

Rent vs. purchase – as a general rule, grants must be used economically and sparingly (see No. 1.1 ANBest-P). Prior to procurement, it must be clarified whether procurement is cheaper than renting.

## TRAVEL COSTS

In the case of travel and accommodation expenses, you are obliged to comply with the provisions of the currently valid “Bundesreisekostengesetz” (BRKG). Lump-sum reimbursements – especially with fees – are generally not permitted. Per diems are paid to business travellers as reimbursement for additional expenses for meals. The amount of this allowance is determined in accordance with the provisions of the German Income Tax Act. Please refer to the information sheet “Merkblatt zum Bundesreisekostengesetz” for an overview of all important requirements.

In general, public transport should always be preferred to a car/plane.

## VII. PROJECT DESCRIPTION

In the short summary of the project in the application form, the artistic conception must be explained briefly and clearly.

The application must also include a detailed project description (max. 4 DIN A4 pages) describing the artistic project, content and questions, type and scope of the production, information about the participating artists, the cooperation between the co-production partners and the rehearsal processes.

## VIII. JURY

For the allocation of funds, a 5-member jury of experts from the field of dance is appointed, which is elected by the network partners of the NPN. When selecting the jury members, attention is paid to regional balance and professional competence. The names of the current jury members can be found [online](#). As a rule, the jury meets within 4 – 6 weeks after the application deadline (no legal entitlement). The jury’s decision is passed on immediately to the applicants.

Each project and each coproduction are unique. In order to acknowledge this, the NPN Coproduction Fund for Dance is as open as possible in its guidelines. If you have any questions about your application, please do not hesitate to contact us!

## IX. CONTACT

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