

## APPLICATION INFORMATION NPN INTERNATIONAL GUEST PERFORMANCE FUND FOR DANCE

This project aims towards a long-term stimulus for international guest performance series of choreographers and dance companies with German residency.

### I. CRITERIA FOR ALLOCATION

1. The jury of experts recognizes the expected quality of the production.
2. The production that will be invited by the foreign institution was for the most part realized in Germany.
3. The guest performance must not have begun or been already completed before the jury's decision. World premieres in foreign countries will not be supported.
4. The fee that the international institution pays to the company/ artists, does not fall below 50% of the NPN minimal wage scale.
5. The inviting institution provides a professional organizational and technical realization.

### II. HOW TO APPLY - OBLIGATORY MATERIAL

This funding model's administration lies within the responsibility of JOINT ADVENTURES – Walter Heun. All applications must be submitted on time via the digital application platform of JA's website, where they will be reviewed. If all formal requirements are met, a jury of independent experts will then come to a decision on all entries.

> completed and signed application form

> invitation/ letter of intent of the inviting institution (see addendum "Sample letter of intent/ invitation" to download on our [website](#))

> link to video recording of the guest performance (no trailers!)

> significant additional material like for example references, convincing press reviews, programs, etc. (1 pdf of max. 4 pages DIN A4 format)

Please find the annual deadline for submitting applications on our website. **The application portal is usually open until 20.00 H (CET) on the day of the deadline.** 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. GUEST PERFORMANCE SCHEDULE

The guest performance must not have begun or been completed before the jury has made its decision. It cannot be the production's premiere and premiers in countries outside of Germany will not receive subsidies.

As a general rule, the funding will be granted for the current fiscal year, latest though until 31 March of the following year.

A guest performance can be submitted even if an application for a NPN (International) Guest Performance Fund for Dance has been granted in the past. Additionally, an application for an International Guest Performance Fund for Dance can be submitted in parallel to an application for a co-production, if it is a guest performance that clearly differentiates itself from the co-production. Numerous guest performance applications can be submitted simultaneously. There is no legal entitlement to support.

The application can be submitted in German or English.

### IV. APPLICANT (=INVITED COMPANY/ ARTIST)

Companies/ artists who reside or are located in Germany and whose dance production is invited to perform in a foreign country are eligible to apply. As an applicant, the company/ artist guarantees to use and account for the funds in accordance with the contract with NPN and will submit copies of receipts and proof of payment accordingly. It/ He/ She receives the subsidy and is responsible for the documentation of its use.

Regardless of the origin of the company/ artists, the production must have been realized for the most part in Germany and the applicant has to be a German resident.

### V. INVITING INSTITUTION

The international institution who invited you commits to the following:

- to heed to the **NPN minimum wage scale**. There is no fee limitation. In regards to the NPN Guest Performance Fund For Dance International only the sums that lie within the NPN fee scale can be subsidized.
- to place **Logos of the NPN and the BKM and the announcement of support** in all press releases and publications (print and online)
- to pay **per diems** to the company/ artists in accordance to „Allgemeine Verwaltungsvorschrift über die Neufestsetzung der Auslandstage- und Übernachtungsgelder“ (ARVVwV) of October 13, 2022 (see [website](#)).
- to pay for **accommodation, travel and transport costs** related to the guest performance. The inviting institution provides copies of receipts as proof of payment to the company/ artists in order to allow them to reflect the complete costs of the guest performance.

- to guarantee a professional organizational and technical realization of the guest performance

## VI. NPN MINIMAL WAGES AND SUBSIDY LIMITS

The company's/ artist's artistic production costs are subsidized based on the NPN minimal wage scale with 50% by the NPN. If these minimal demands are not met, the entitlement to supporting funds is lost. If the fees lie above the upper limits for support, the 50% subsidy is granted up to the respective upper limit.

The total artistic production costs are made up of the following elements:

- > **Rehearsal fee** for choreographers and performers:  
min. 600,- EUR, max. 850,- EUR
- > **Performance fee** for choreographers and performers per performance:  
min. 150,- EUR, max. 400,- EUR
- > **Daily wage** for technical staff per day:  
min. 150,- EUR, max. 350,- EUR
- > **Administration cost lump sum**:  
min. 500,- EUR, max. 1.000,- EUR

## INVITATION/ LETTER OF INTENT

All positions are essential elements of the NPN minimum wage scale. The applicant must submit a written invitation/ letter of intent together with the application (see addendum "Sample invitation/ letter of intent"). Should the subsidy be granted, a binding letter of intent of the inviting institution needs to be submitted prior to the completion of the NPN contract.

## VII. SUPPORT SPECIFIC TO COUNTRY GROUPS

Guest performances in the NPN International Guest Performance Fund for Dance's context are subsidized at different levels according to the economic power, the status of public support for culture in the country the guest performance will take place in, as well as the country's vicinity or distance to the place of origin of the artistic production (Germany).

The categorization into three different country groups regulates the respective levels of support. The part of the guest performance costs that NPN covers is thus dependent on the country of the programmer's location:.

- > **Group A** support level:  
50% of the total artistic production costs of the guest performance analogous to the part that the inviting institution pays as guest performance fee
- > **Group B** support level:  
50% of the total artistic production costs of the guest performance analogous to the part that the inviting institution pays as guest performance fee, 100% of the per diems and lodging costs

> **Group C** support level:

50% of the total artistic production costs of the guest performance analogous to the part that the inviting institution pays as guest performance fee, 100% of the per diems and lodging costs, 50% of the travel and transport costs

Please, find the corresponding country group for your guest performance in the overview on our [website](#).

## VIII. GUEST PERFORMANCE COST CALCULATION

**Regardless of the country group the programmer is categorized in, the applicant must fill out all positions for all country groups in the calculation!**

The calculated wage for the fees must not fall below the NPN minimum wage. If it is over the NPN scale, only the NPN maximum fee can be included in the calculation (see paragraph VI. “NPN minimum wages and subsidy limits”).

The artistic production costs consist of rehearsal and performance fees for choreographers and artists, daily wages for technical staff, supporting staff and administration costs.

The inviting institution is obligated to pay the company/ artist **per diems** at the level determined by the respective country according to the “Allgemeine Verwaltungsvorschrift über die Neufestsetzung der Auslandstage- und Übernachtungsgelder (ARVVwV) (see [website](#)). If the per diems lie below this level, the entitlement to support is lost. If they lie above this level, the subsidy is measured analogously to the country-specific lump sums according to the ARVVwV. The lump sums for per diems are always to be considered as full day rates. Days of travelling are considered ½ days. Should the company/ artist be offered meals the full day rate shall be reduced by 20% for breakfast, by 40% for lunch and by 40% for dinner. The receipt of full board shall be communicated in writing to the NPN administration or be included in the contract with the inviting party.

Country group A: A proof of payment of per diems to the company/ artist by the inviting institution has to be submitted with the source and disposition statement.

Country group B & C: In the case of a grant, the Per Diems can be advanced by the company/artists and thus the payment of the per diems on site can be waived. However, if the inviting institution pays per diems on site, the applicant must provide proof of the repayment to the inviting institution in order to avoid a double payment.

Only in exceptions – for example, if other state regulations exist in your guest performance’s country – can these rates be lower. This must be documented and justified in the calculation! The subsidy then has to be applied according to the per diems that are actually being paid.

NPN only supports **lodging costs** up to the limit determined by the ARVVwV, which you can find in the addendum “Per diems/ lodging lump sums” for your guest performance country. All costs that lie under these lump sum limits can be subsidized.

In principle, the lowest travel class (train, bus, airplane) should be used for **travel and transport costs** for the guest performance countries in country group C. Flight costs are only applicable for subsidy if the flight is necessary for professional or economic reasons. Visa fees can be subsidized. Local transfer costs cannot be subsidized. We request that you book travel and transport as early and as inexpensively as possible.

## **IX. DECLARATION OF ADDITIONAL SUPPORTING FUNDS**

The additional funding of the international guest performance by other institutions generally does not exclude a NPN International Guest Performance Fund for Dance. The sum of NPN funding and other funding sources must not exceed the complete costs of the international guest performance.

If the applicant receives support for the guest performance from other federal funds (such as Kulturstiftung des Bundes, Auswärtiges Amt, Goethe-Institut or others), this can reduce or terminate the level of support from NPN, even if the the applied for production would be supported under artistic aspects. If additional federal budget funds are planned in addition to NPN support for project financing, then the possibility of support will be examined on a case-by-case basis. In accordance with the Bundeshaushaltsordnung, double federal financing is not allowed; the same purpose cannot be financed by different federal budget positions (§ 17 Abs. 4 BHO).

The applicant is to obligated to inform the NPN about granted funding of other institutions, as well as about its applications.

## **X. REFERENCES TO FILL IN THE APPLICATION FORM**

### **TERMS**

> artists: are considered all artistic personnel, as in dancers, choreographers, performers or musicians on stage. Should one of the artists simultaneously be in the position of being a choreographer or manger, we ask you to mention this in parenthesis.

> technical and other staff: is considered to be strictly the personnel of the invited artists/ company, e.g. technicians, sign language interpreters, care/ accompanying personnel for physically/ mentally incapacitated performers, administration, management (production assistants, dramaturgs, lead production, etc.). In-house technicians or general personnel of the inviting institution and external technical companies/ personnel cannot be included in the calculation!

> administrative cost lump sum: includes and honors all other expenses the invited artists/ company need/-s to cover in advance (e.g. communication and office expenses, salary for management and other staff involved, etc.).

## FEES

Please, be advised that together each of the following categories “rehearsal fee”, “performance fee” and “administration cost lump sum” etc. form the calculation of the minimal wages. In the contract with the invited company/ artists a total fee, including all the above mentioned positions, can be defined, as well.

We ask you to name all persons involved in the guest performance with name and title and comment if they should not travel with the company/ artists on tour. This helps reviewing the application in case of one person bearing various positions, e.g.

## ACCOMODATION COSTS

Should various participants need accommodation on different days, please, provide a separate list of names, days of arrival/departure, number of nights, single/ double rooms.

## 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). Paid tax can be claimed from the tax office.

## XI. JURY

For the allocation of funds, a 5-member jury of experts from the field of dance is appointed and elected by the network partners of the NPN. Regional balance and professional expertise are important criteria for jury selection. Please, find the names of the current jury members and the annual application deadlines can be found on our website.

The jury will come to a decision in a timely manner after the application deadline (31.01.2023) and the outcome will be communicated to the applicants immediately after the jury meeting. As a general rule, the jury meets 4-6 weeks after the application deadline (no legal guarantee). There is no legal entitlement to support.

## XII. SOURCE AND DISPOSITION STATEMENT & TRANSACTION

Should you be granted the financial support of NPN International Guest Performance Fund For Dance, you will receive a contract. The payment of the subsidy will be made

after the guest performance has taken place and only after verification of the source and disposition statement, which needs to include a list of the actual incurred costs of the guest performance.

The source and disposition statement, including copies of the receipts, as well as publications, must be sent to the NPN administration no later than two months after the guest performance.

In case the costs of the guest performance diverge more than 20% or any other major changes to the realization of the guest performance incurred, we ask you to explain and justify these in a comprehensible manner and use calculatory base factors (e.g. number & names of persons involved on tour, number of days/dates of travelling, reduction of per diems due to received meals or full board, etc.). This applies to all positions of your source and disposition statement.

For guest performances of country groups B & C the following applies:  
Should the applicant need financial funds for advance payments of per diems, hotel, travel and transport costs, he/ she/ it can request an advance payment of max. 50% of the NPN subsidy sum in order to cover these expenses. In this case, please contact our administration on time and request the corresponding form.

Each project and each guest performance is unique. In order to acknowledge this, the NPN International Guest Performance 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!

### **XIII. CONTACT**

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