

NPN-STEPPING OUT NOTES ON SUBMITTING APPLICATIONS & PROJECT HANDLING



Die Beauftragte der Bundesregierung
für Kultur und Medien

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I. ALLOCATION CRITERIA

Formal selection criteria

1. Projects in the fifth allocation can begin on 01.03.2022 at the earliest. They must be completed by 31.12.2022 at the latest.
2. The applicant is responsible for counterfinancing the project at a level of 10% of the entire project volume.
3. The project will be essentially realized in Germany.
4. The applicant is a resident of Germany.

Detailed selection criteria

1. The project can be assigned to one of four fields of support.
2. The project's expected artistic quality and professionalism is recognized by the jury of experts.
3. Non-theatrical, analogue, media and digital public spaces as well as newly devised or invented performative platforms and fields of action will be accessed for dance in order to expand the presentation paths for dance that have been limited by the pandemic; artistic practice and activity will be enabled once again.
4. The project has a relevance beyond individual regions and/or enriches dance on offer in the respective region.

II. WHO IS ELIGIBLE TO APPLY?

Eligible to apply are individual artists, dance teachers, dance ensembles, collectives, production centers, venues, festivals, production offices and dance networks, individuals and legal entities with a residency or registered office in Germany that are not primarily supported by public funds, which means receive less than 50% of their support from public means.

The applicant is authorized to sign, can report changes in the project, do the accounting, takes over the correspondence with the administration of NPN-STEPPING OUT, etc.

When the handling of the application and the support is not intended to be performed by the grant recipient, a written and original signed power of attorney must be submitted for the representation (e.g. the production manager) with the application.

The power of attorney must include the following:

- signature authority
- power to act
- power of attorney over the project account

The power of attorney grants the production management with signature authority; it can report project changes, do the accounting, take over the correspondence with the administration of NPN-STEPPING OUT, etc.

III. FIELDS OF SUPPORT

Projects can be supported in the following four fields of support in the context of NPN-STEPPING OUT.

Field of support 1

Planning and realizing individual artistic projects that implement temporary presentation spaces (public): performative choreographic practices (e.g. performances, performative workshop concepts or similar projects) are realized in spaces such as museums, parks, parking houses, public squares, facades, etc. (while abiding by the security regulations applicable at the respective date at the location of realization). Revivals or adaptations of stage pieces for a performance in public space will also be considered here.

Field of support 2

Artistic projects that explore new paths of recording, projection and distribution (public and non-public): e.g. the implementation of 360° cameras, surveillance technologies, drones, virtual reality / augmented reality technologies, public screenings, radio, film, among others. Revivals or adaptations of stage pieces for a performance in public or digital space will also be considered here.

Field of support 3

Education programs, web-based seminars or similar discourse formats (public and non-public).

Field of support 4

Conceptual plans for projects that are intended to be realized in an analogue, media or digital public space at a later time (non-public).

IV. TYPE OF SUPPORT

NPN-STEPPING OUT funds are granted to the responsible parties in the form of fixed-sum financing. The expenditures listed in the cost and financing plan are covered up to the level of the allocated support sum. In accordance with the BKM's grant regulations, only those expenditures can be reimbursed that are directly incurred by the project. The responsible party for the project is obligated to implement the support funds in an economical and frugal way, and only for the purpose of the project that was applied for. The support sums can only be used in proportion to any other support funds from other supporting institutions or third-party/other means made available to the responsible parties.

If the total costs indicated in the financing plan after the contract is completed are reduced, the means of financing increase or new financing is added, as a rule the

level of the grant from JA remains unchanged. Own means must, however, remain at the full level that was previously calculated.

No other benefits may be applied for that may be claimed under federal or state government assistance or funding measures to address the Covid-19 pandemic. If, in addition to funding from this program, funding from other federal programs not related to Covid-19 is to be used for a measure, it must be ensured that the funding serves different funding purposes and they can be distinguished from one another.

V. DOCUMENTS REQUIRED FOR SUBMITTING AN APPLICATION

All necessary application documents for a download can be found on our [website](#).

Please attach the following documents to the completed application and send them all exclusively **per e-mail to steppingout@jointadventures.net** by the **deadline** (up until 23:59 on the day of the deadline at the latest).

- Application form: completed original document, including a scan of the last application page with a signature by hand
- Description of the project (long version); a maximum of 2 DIN A4 pages (see point 5 of the application form)
- Financing plan: as an open Excel document
- If applicable, abstract from the trade register excerpt/associations register (if possible no older than one year)
- If applicable, articles of association/partnership agreement/constituent documents or similar documents
- If applicable, proof for the calculation of non-cash material means
- If applicable, confirmation of third-party means and/or non-cash services from third parties
- If applicable, proof of the right of representation for the signatory (if this is not evident in the other documents)

Please note, only complete applications will be considered to be formally submitted in due form.

VI. PROJECT DURATION

Projects from the fifth allocation can only be started after the completion of the grant contract and **on 01.03.2022 at the earliest**. The appropriation period ends with end of the project as listed in the application, however **on 30.06.2023 at the latest**. The project must be completed until then in accordance with the funding principles.

The grant application can be combined with an **early project start** that does not jeopardize the grant (see point 6, page 3 in the application form). By applying for an early project start, the project can already begin on the date of this application. Should the early project start that does not jeopardize the grant be applied for after the application submission, an informal e-mail to the NPN-STEPPING OUT administration suffices with an indication of the preferred date.

It is also recommended to be generous about the project duration, since it is not only the time of realization of the project that must be calculated; all organizational and financial issues also have to be completed within the period. In case of eventual postponements, the **extension of the project duration** can be applied for informally by e-mail to the responsible administrator. Please indicate the new desired end date and briefly explain why an extension is necessary.

VII. FINANCING PLAN

A detailed financing plan must be attached to the application. To do so, please use the **obligatory form** that is available on our website as a download. In the following, please find directions and an excerpt of the applicable regulations that you should observe when creating the financing plan.

The minimal support sum for an application should, as a rule, be EUR 10.000,- and cannot exceed the maximum sum of EUR 50.000,- per project.

The total costs and the total revenues in the financing plan must be balanced. Only revenue and costs from the beginning to the end of the project (30.06.2023 at the latest) can be applied.

A minimum of 10% of the total project volume must be covered by own means (cashless or cash own means) or from a third party (third-party means or cashless means).

Third-party funds or non-cash contributions from third parties that are part of the counter-financing of your project must be secured by the time the contract is concluded at the latest. Please submit the corresponding **confirmations** (cooperation confirmations, grant notifications, etc.) for this purpose.

Revenue from any kind of payment structures and participation fees as well as third-party funds that have been applied for but are not yet confirmed can **not** be applied to the necessary 10%. However, these can be included in the project as (further) revenue. The financing plan form thus differentiates between "**secured cofinancing**" and "**planned or expected revenue**".

General information

In the first line of the financing plan, please enter the following information: title of the project, indication, if it is a net (in case of entitlement to deduct input tax, see below) or gross financing plan, as well as the application date.

Entitlement to deduct input tax

If the party responsible for the project is entitled to deduct input tax, the funds must be considered net = gross. Value-added tax, which is deductible as an input tax according to § 15 Umsatzsteuergesetz (UStG), does not belong to costs that are eligible for funding. Therefore, only charges (prices without VAT) are to be taken into account in the source and disposition statement (see No. 6.2.2 ANBest-P). VAT that has been paid can be claimed from the tax authorities.

Main positions

In order to guarantee the financing plan's transparency, the basis for measure/calculation should be listed in the positions (number of people, days, hourly wages, tickets, etc.). The respective sum of the fees or costs are listed in column C (individual positions). The share of the cashless own means belongs in column D.

Column E (subtotal and total sum) is not used by the applicant for any values; the form automatically calculates the respective subtotals of the main positions and then calculates the total sum of all costs.

Cashless own means

The obligatory 10% counter-financing can be covered by cashless own means, among others. Cashless own means are always means in which no money flows. For example, this can be personnel services that occur in the form of "voluntary" project work, or as material of your own that is made available to the project (see below for additional information). Cashless own means must be introduced during the project period, calculated in an understandable way and proven with additional documentation. **Services that involve the flow of money must be labeled as own means.**

Basis for calculating cashless own means

In order to apply and prove cashless own means, you need a basis for calculating this:

Personnel costs

For every work hour (60 minutes) 15 EUR, at a maximum of 10% of the total eligible expenses up to a maximum level of 10.000 EUR is what can be applied. Only the work hours that are actually performed and documented (signed time sheet) will be taken into account.

This amount has been set by the BKM in order to ensure equal treatment of all grant recipients. Deviations are not possible even if the hourly wages paid in cash would be higher.

Material resources

If you want to include material resources, you must determine a justification for the calculation yourself and present it in an understandable way with the application.

In the case of **larger objects**, this can be done in two ways:

1. You determine the current market value of the object. "Market value" means what the object is worth today, not what the object cost at the point of purchase. If you can demonstrate this value via realistic offers for used goods, then this is the sum you bring into the project.

Example: You own a beamer that is two years old and that you will use in the project. The purchase price was 2.000.- EUR. An internet search that you document for the source and disposition statement (with screenshots, for example) informs you that you would pay about 800,- EUR for a used beamer today. On the basis of this documentation, you can enter the beamer as a cashless own means at the level of 800,- EUR in the project.

2. You determine (for example, during an internet search), how high the rental price for the beamer would now be and you document the offer. Should the same equipment not be found as a rental, then use a technically similar device as a reference. Should this not be possible, then continue as described in point 1.

Should you want to include **small parts** (for example, material for the construction of props) as cashless own means, please calculate their value on the basis of standard market prices and create an overview in table form.

In order to include **rental costs** (for example, rehearsal space) on a cashless basis, the rental contract suffices to demonstrate the rental cost. However, here it is also only possible to include the costs that can be associated with the project. Should, for example, a rehearsal space also be used by other artists at the same time, then only those rental costs can be applied that serve the supported project. You may have to turn a monthly rental cost into an hourly price in order to determine the amount that is eligible for the grant.

Cashless services from sponsors/cooperation partners

In case you receive cashless services from sponsors/cooperation partners, we need an **official document that indicates who the sponsor/cooperation partner is and what the value in EUR would be.**

Example: „We hereby confirm that we will make rehearsal space available for project "X" for a period of X weeks. This is the equivalent of X euros."

Filling in the cashless own means in the financing plan

Even if no money flows, cashless own means are not just income, but also costs in the financing plan.

As costs, they are a part of the respective individual positions (column C) and are then listed under "of this, cashless own means" (column D with the grey background). The sum of cashless own means is calculated with a formula; the sum then automatically appears on the revenue side.

Example: You pay your production manager a fee of 5.000,- EUR. In addition, the production manager "volunteers" 20 work hours with a value of 300,- EUR (on the basis of 15,- EUR/hour). In the respective line in the financing plan, it would also be stated: individual position: 5.300,- EUR, of this, cashless own means: 300,- EUR.

Please note when concluding contracts with people who offer cashless own means that you agree to the real fees and not the sum including cashless own means. In the example above, you would then conclude a contract for 5.000,- EUR and the necessary numbers of hours for cashless own means in addition on an extra time sheet.

The financing plan template includes a second table sheet titled "cashless own means". On this page, please list all cashless means and include the basis of calculation in the additional details.

Personnel costs

Minimum wages

LAFT Berlin e.V. has published [recommendations for minimum wages](#) for project applications in the performing arts that you should respect when creating your cost and financing plan. LAFT Berlin recommends a minimum wage of **EUR 2,490./month for full-time employment over the course of 12 months** for projects that have been conceived and planned after 01. May 2019. This recommendation applies to all professions that have obligatory KSK insurance. For all professions that are not subject to the KSK obligatory insurance, a minimum wage of **EUR 2,875.-/month for full-time employment over the course of 12 months** is recommended.

Payment for members of non-profit associations

Paying for services from members of non-profit associations is not permissible, as long as the activity takes place in the context of volunteer work. Any additional activity can only be paid for on the basis of contractual agreements and concrete activity reports as long as it is clear that these are services that go beyond what volunteer work would normally be.

Costs for wages of permanent staff

Wage costs for personnel who are employed by those responsible for the project beyond the project period are only eligible for funding if proof is provided of the proportion of working time devoted to project implementation. Wage costs for employees with managerial or artistic duties who are employed by those responsible for the project beyond the project period are generally not eligible for funding, as project support is one of their core responsibilities.

Allowances for expenses

For people who do not earn their living with the project or their activity (for example, amateur performers), a small allowance for expenses can be paid out. This compensation can serve to cover their costs for travel and board. This is not a wage-like income. This is why such a compensation cannot be as high as the fee for a professional participant.

Taxes and social security contributions

The support funds that are made available by NPN-STEPPING OUT as well as their use are dealt with just like all public support and all costs incurred by those responsible for the project. The tax consequences depend on the articles of association, the purpose of the company, the existing non-profit status, the turnover, if applicable, in the different areas (non-material area, economic area, special purpose operation) with subsequent turnover and/or corporate income tax liability and, in the end, also on the specifications of your head tax office for the dealing with subsidies.

Grant support is treated differently in the various federal states. The funding sums must be declared as income for the last recipient (for example, the artists as natural individuals). If and how you will be taxed or required to contribute to the social security system depends on the individuals' income, existing employment and the tax and contribution responsibilities.

Please clear up these questions with your tax accountant or bookkeeper who is aware of your individual situation.

Material costs

Rent vs. purchase

As a general rule, grants must be used economically and frugally (see No. 1.1 ANBest-P). Prior to procurement, it must be clarified whether **purchasing** is less expensive than renting.

Investments with a procurement value of more than 800,- EUR net

The contractual partner must take inventory of the objects or rights (e.g. rights of use, performance rights, reproduction rights, exploitation rights) procured to fulfill the purpose of the grant, the acquisition or production value of which exceeds 800 euros (excluding VAT). For this purpose, an **inventory list** containing the following information must be provided::

- Type and number of objects or rights
- Day of purchase
- Purchase value in euro (net)

This inventory list must be submitted to JA with the source and disposition statement at the latest. Please include a justification that explains if this object can be used in a relevant way in order to continue the idea of the project and artistic activities. If no justification is submitted, the object(s) shall be purchased from the project or sold on to the market after the expiry of the project term. The acquired minimum proceeds or residual value of the object must be added to the income of the project settlement. If a profit arises, it must be transferred to JA.

If circumstances arise within the binding period as a result of which the items to be inventoried are no longer used in accordance with the purpose of the grant or are no longer required, the grantor's decision on further use must be obtained. The condition and estimated rest value of the objects in question as well as a suggestion for continued use should be provided.

Equipment transport

Costs for carrying official luggage are covered by the mileage allowance within the scope of the small or large travel allowance according to the Federal Travel Expenses Act (Bundesreisekostengesetz). You can find additional information under the point *Travel costs* → *Travel with a private car* further below in the document.

Authorizations, charges, insurances

Costs for travel cancellation insurance, travel liability insurance and basically all insurances not required by law are not eligible for funding. Costs for travel health insurance, vaccinations or a first-aid kit are also not eligible unless they are required by law.

Travel costs

In the case of planned travel and accommodation expenses, you are required to abide by the currently valid **Federal Travel Expenses Act (Bundesreisekostengesetz =**

BRKG). Blanket cost coverage – especially with wages – are fundamentally not allowed.

Business travelers receive per diems as a replacement for increased food costs. The level of these per diems is determined in accordance with regulations of income tax law.

Please refer to the information sheet on the Federal Travel Expenses Act (available in German language only) for an overview of all important requirements. You can find the complete BRKG here.

Travel costs

In general, public transport should always be preferred to cars/airplanes.

Train and bus travel

- Second-class reservations, seating reservations possible
- Shortest route
- No requirement for discount fares (flexibility for cancellation possible)
- Proof: copy of tickets with the validation print or a printed snapshot of the mobile phone ticket that indicates the date of travel, name of the person traveling and price.

Travel with public transport

- Choose the least expensive option (group rates, monthly tickets, etc.)
- Receipt: copy of tickets with the validation print or a printed snapshot of the mobile phone ticket

Travel with a private car

- Using a car requires a justification (z.B. mobility)
Kilometer flat rate (without gas receipts): 0,20 EUR/km up to a max. of 130,- EUR for travel back and forth (in exceptions up to max. 150,- EUR) = „*Kleine Wegstreckenentschädigung*“
- For reasons of „substantial official interest“, e.g. in case of a severe disability, 0,30 EUR/km can be applied. Here a prior authorization by JA is required. = „*Große Wegstreckenentschädigung*“

Caution: In the case of the Großen Wegstreckenentschädigung, the liability changes. Since the person responsible for the project specifically wanted to use the car, he or she is then responsible for covering potential damage in case of an accident.

- The cost of transporting additional project participants as well as transporting project-based and personal luggage is covered by the flat rate.
- Parking costs of max. 10,- EUR/day can be applied.

Travel with a rental car

- Costs for rental cars can be applied (compact class)
- Short justification required
- Gas receipts can be turned in
- Parking costs covered with no limit

Travel with a taxi

- Only possible in justifiable exceptions, for example, when transporting bulky goods/heavy luggage over 25 kg, night travel (10pm – 6am), lack of public transport, health condition, among others

Flights

- Economy class reservations
- Select least expensive option that is still reasonable
- No flights within Germany
- Flights within Europe are only eligible for funding when the goal is not reachable by train in under 6 hours
- 500,- EUR per reservation or more, then three offers must be attained.
- When booking with a travel agency, no comparative quotes are required, because one can assume that prices were compared.

Travel with an E-Scooter/rental bike

- Possible when this is the most frugal option or when public transport is not available

Accommodations

Hotel

- Maximum limit for overnight stays in Germany: 70,- EUR per night and person plus breakfast for 5,60 EUR
- Maximum limit for overnight stays abroad: see the current version of the *General Administrative Regulation on the Revision of the Foreign Daily Allowance and Foreign Overnight Allowance (Allgemeine Verwaltungsvorschrift über die Neufestsetzung der Auslandstage- und Auslandsübernachtungsgelder = ARVVwV)*
- Exception to the maximum limit can only be made if no accommodations are available close to the rehearsal or performance venue. This must be documented with an internet search that must be presented to JA with the source and disposition statement at the latest.
- In the case of a partial private use (if partners or children are brought along), only a partial application of accommodation costs is possible.

Private accommodations

- Flat rate for overnight stays within Germany: 20,- EUR per night and person
- Flat rate for overnight stays abroad: 50% of the maximum limit listed in the ARVVwV, but no more than the maximum of 30,- EUR per night and person

Airbnb

- The reservation must be made by the grant recipient so that the invoice is also addressed to the grant recipient. To do so, please use <https://www.airbnb.de/work>. The invoice must also include the VAT for the Airbnb service charge.

Per diems

The grant recipient is not obliged to pay per diems. The flat rates established in the Federal Travel Expenses Act can be considered maximum levels that need to be considered when writing your budget.

The calculation is always based on the period from leaving home to returning home. For travel abroad with a time difference, this can be ignored, because you will arrive back in the same time zone. In the case of numerous border crossings, the respective daily per diems of the last country in which you arrived before midnight are the ones that are applied. Passing through countries is not taken into consideration.

Flat rates for per diems in travel within the country

- 28,- EUR for complete days
- 14,- EUR for travel days
- 14,- EUR for travel days after 8 hours of presence

Flat rates for per diems in travel abroad

- See the current version of the *General Administrative Regulation on the Revision of the Foreign Daily Allowance and Foreign Overnight Allowance (Allgemeine Verwaltungsvorschrift über die Neufestsetzung der Auslandstage- und Auslandsübernachtungsgelder = ARVVwV)*
- Travel from Germany to foreign countries: 80% of the foreign daily allowance rate applicable in the destination country (exception: if the traveler arrives at the destination after midnight, the German daily allowance rates apply (only 14,- for the day of travel)).
- Travel from abroad to Germany: 80% of the applicable foreign daily allowance rate at the country of departure.

Deductions

- For every meal provided, an equivalent part of the total level of the complete daily rate is subtracted:
- Breakfast: 20 % (e.g., in the case of hotel accommodation)
- Lunch and dinner: 40 %
- After the 15th day only 50% of the respectively applicable flat rates can be paid

Stopovers

Absolutely essential stopovers, for example due to long travels, can be applied without restrictions. Stopovers due to private layovers or a different job (e.g. another project) can be applied, if a comparable offer demonstrates that the trip with the stopover was no more expensive than one without the stopover. The comparable offers must stem from the same day of the reservation; if not, the difference is not eligible for funding.

Connecting official trips with private trips

Extending a business trip by a private trip for up to five working days is possible; from a six-day extension onward, the entire trip is no longer billable. Costs such as accommodation and per diems are not billable for these private days. The private days are ignored when calculating the daily allowances etc.

Example:

03.04., 10:00 am: leave home
03.04., 4:00 pm: arrival in Berlin
04.04., 09:00 am: beginning of professional work
06.04., 6:00 pm: end of professional work
07.04.-08.04.: private stay

09.04., 12:00 am: return home
09.04., 5:00 pm: arrival home →

Travel day: 03.04. = 14,- EUR
Full days for professional work: 04.-06.04. = 3 days x 28,- EUR
2 Tage private stay are ignored
Travel day: 09.04. (the equivalent of 07.04., if no private stay would have occurred)
= 14,- EUR
Sum: 112,- EUR

Incidental travel expenses

As a rule, everything that is absolutely necessary for the trip (visa costs, insurance, etc.) can usually be applied.

Corona protection measures (rapid tests, masks, etc.)

Any expenses you incur related to Covid-19 protection are eligible. Always follow the regulations issued by your federal state as a guideline for testing frequency.

Hospitality

Hospitality expenses for guests or during internal discussions (including only drinks) is only permissible in justified exceptional cases and is to be handled within a narrow framework.

They always require a hospitality remark that includes the hospitality occasion, the reason for the meeting, attendees, attendees' functions and a brief justification for hospitality, and must be retained with the appropriate invoice/receipt as required by law.

There are other prerequisites of hospitality with drinks or food. Please see the details of the Procedural guideline for hospitality practice from 22.05.2007.

When per diems are applied and at the same time catering is offered on one or more days, the catering part must be subtracted for the people who are receiving per diems. Instead of offering per diems, catering or board can be offered instead. The maximum limit for board that is provided is the per diem rate. Exceptions are possible here, if those receiving the hospitality are not receiving a fee or if food and drink do not have a function as hospitality, for example, are a part of the performance. A hospitality remark must be made in every case.

Alcoholic beverages should be avoided in principle; they are only possible at institutions' festive events.

VIII. SUBSEQUENT CHANGES IN THE PROJECT OR FINANCING PLAN

The contractual partner is obliged to contact the responsible administrator without delay if:

- after submission of the financing plan, further grants for the same purpose are received from other public bodies or if further funds are received from third parties,
- it becomes apparent that the purpose of the grant cannot be achieved or cannot be achieved with the approved grant,
- if new items are added to the financing plan or existing items are eliminated
- shifts of more than 20% occur in the financing plan between the main items,
- changes in the content of the project occur (for example, the artistic concept cannot be implemented as originally conceived or must be changed for other reasons),
- the project title changes,
- the original schedule cannot be adhered to,
- the performance dates and/or times change,
- performance dates and/or venues change,
- the authorized representative(s) change(s),
- the requested amounts cannot be used for due payments as soon as they are disbursed by JA,
- there is a change in the bank account through which the project is to be processed,
- objects to be inventoried are no longer used in accordance with the purpose of the grant or are no longer needed within the binding period.

IX. MISCELLANEOUS

Non-eligible expenses

The grant agreement is accompanied by an obligation to observe the principles of economical and sound and economic budget management. Accordingly, the following expenses are not eligible for funding:

- *Running costs of existing infrastructure*: running costs that are not only incurred during a project (e.g. rent for an object for which you have a rental contract also outside of the grant period) are not eligible for support. Should costs have increased due to the project (e.g. increased operating costs), these can be eligible if an appropriate proof is provided.
- *Telephone costs*: basic fees, calls that are not related to the project: In the case of using a private or existing business land line or mobile phone, neither the basic fees nor the private calls are eligible for funding in the framework of the supported project. The project-related costs of calls are only eligible for support with the respected marked individual proof of calls.
- *Reminder fees, late-payment fees, interest on arrears, fines, contractual penalties*: These costs are not eligible since they are not necessary and they contradict the principle of sound and economical financial management.

Receipts

In the source and disposition statement, first the proofs of cashless own means must be submitted. You only have to turn in additional receipts if your project is examined more closely. In this case, you will receive a specified request. **You must store your original receipts for at least five years after submitting your source and disposition statement.** You can use image or data carriers for storage.

The receipts must contain the information and attachments customary in business transactions, the expenditure receipts in particular the recipient of payment, reason and date of payment, proof of payment and, in the case of items, the purpose of use. In addition, the vouchers must contain a unique reference to the project (e.g. project number).

Assistance with proper receipting:

Fees (all in copy)

- Contract with the artist plus invoice from the artist or
- Own receipt
- Bank transfer receipt, or, if the fee was paid in cash, the artist's cash receipt „fee received“
- Please make sure that the subject of the transfer is correctly indicated, e.g. „Fee, first name and last name, stage design, project title“.

Travel costs

- Train and bus trips: original rail tickets with pincer stamps or a snapshot of the cell phone ticket showing the date of travel, the name of the traveler(s) and the price
- Trips by private car: In the case of a single trip, a printed route plan of the route taken, showing the number of kilometers, is sufficient as proof. For multiple trips, please prepare a logbook.
- Example:

June 14, 2022: Cologne-Düsseldorf / Düsseldorf-Cologne, 88 km in total

June 15, 2022: Cologne-Düsseldorf / Düsseldorf-Cologne, 88 km in total

= 176 km à 35,20 euros

- Use of cabs: receipt (copy) plus reasons why you had to use a cab instead of public transport (only in exceptional cases)
- Flights: boarding pass (in copy) plus invoice for the flight ticket (in copy)

Overnight stays

- Private overnight stays: Self-receipt from the hosting person, which should contain the following information: name and address of the host, name and address of the beneficiary, description of the service and duration of the stays
- Overnight stays via Airbnb: The invoice must be made out to the grantee. This means that the booking must be made by the grantee which is possible via Airbnb for work. If non-eligible people stay overnight in the same accommodation, only proportional costs can be charged. The invoice must also include the VAT for the Airbnb service fee.

Hospitality

- Invoice (copy) plus hospitality note (copy) stating the reason for the hospitality and the number and function of the people served

Public procurement law

If the grant or, in the case of financing by several entities, the total amount of subsidies exceeds 100,000 euros, the following regulations must be applied when

awarding commissions. Please also refer to the information provided in the Basic Features of Procurement supplement (as of June 2018) (available in German language only).

- For the award of supply and service contracts, the procedural regulations for the award of public supply and service contracts below the EU thresholds (Unterschwel­lenvergabeordnung UVgO). The obligation to apply does not apply to the following provisions:
 - o Section 22 on the division by lots,
 - o Section 28 (1) sentence 3 on the publication of contract notices,
 - o Section 30 on contract award notices,
 - o Section 38 (2) to (4) on the form and transmission of requests to participate and bids,
 - o Section 44 on unusually low bids,
 - o Section 46 on informing candidates and tenderers;
- For the award of construction works, Part A Section 1 of the German Construction Contract Procedures (VOB/A).

It can occur that, for example, for artistic reasons (e.g. graphic design, stage set, etc.), not the most inexpensive offer can be selected. If this is the case, then the reasons need to be listed in a **comment in the documentation**.

Application documents and comparative offers, as well as the supporting documents for your project, must be stored for at least 5 years after submission of your source and disposition statement.

Services up to an anticipated order value of 1.000 EUR excluding VAT may be procured without conducting a contract award procedure (direct order), taking into account the budgetary principles of efficiency and economy.

Currency conversion

Please always settle foreign currencies according to the current exchange rate (sources such as Bundesbank, ECB, oanda.com). Per diems must always be settled in euros and not in a foreign currency. If conversions have taken place, document your research and file it with the appropriate receipts.

X. JURY

A three-member jury of experts from the field of dance will be appointed to allocate funds. For jury selection, regional balance and expertise are the primary considerations. The names of the current jury are published on JA's website.

As a rule, the jury will meet within four weeks after the application deadline (no legal claim). The jury's decision will be passed on to the applicants as soon as possible.

Every project is unique. In order to respect this fact, NPN-STEPPING OUT is as open as possible in its guidelines.

XI. REQUESTING FUNDS

If necessary, the funds can be requested in installments at any time. For this purpose, the **form for requesting funds** (download [here](#)) must be completed, signed and sent as a scan by mail to the responsible administrator. The grant may only be requested to the extent that it is needed for due **payments within 5 weeks** after payment and no earlier (No. 1.4 of ANBest-P).

If the 5-week deadline cannot be met, the responsible administrator must be informed immediately. The funds are to be transferred back to the following account, stating the purpose of use:

Stadtsparkasse München
IBAN: DE78 7015 0000 1000 8517 49
BIC: SSKMDEMM
Purpose: "Return of unspent funds"

For unused or non-timely used funds that have not been repaid within 5 weeks after disbursement, as well as for funds used inappropriately, JA may charge interest at a rate of 5 percentage points above the respective prime rate in accordance with Section 247 of the German Civil Code p.a. (cf. Section 49 a VwVfG).

XII. CONTACT

The administration of NPN-STEPPING OUT is performed by JOINT ADVENTURES – Walter Heun. If you have any additional questions about your application, please contact us at:

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