

APPLICATION GUIDE for applications on cultural funds

Introduction

From 2020 onwards, applications for funding from the Department of Culture will be submitted via the grants portal of the City of Hannover.

In 2018, the Council decided to update the application process for grants. The corresponding web interface was implemented in 2019. From 2020, the application process for grants from the Department of Culture will be successively switched to the grants portal of the City of Hannover for all grant funds: <https://zuwendungen.hannover-stadt.de/>.

The application deadlines for the individual sectors and subject areas can be found on the corresponding pages on hannover.de <https://bit.ly/3dCZ28H>

In addition to the information provided in the funding portal, we also require

- the application form for funding of a project,
- a cost and financing plan (sample financing plan, Department of Culture: Cultural Funding)
- if applicable (e.g. for Performing Arts projects), an attachment from your sector/subject area, which requests further specific information on your project, and
- if applicable, further sector-specific attachments (e.g. for dance productions: proof of venue and video links).

All files can be found at <https://bit.ly/3dCZ28H>

You can upload all attachments in the funding portal under the menu item "C1-C3 Final declarations" (C1-C3 Abschließende Erklärungen).

STEP-BY-STEP APPLICATION PROCESS

Funding portal

- ➔ Under the menu item "Zuwendungsportal", a user account will be created - when using it for the first time - for which you must register and accept the data protection declaration.
- ➔ On the following two pages, select "Anträge" (Applications) and then, as a rule, „Neuer Antrag auf Zuwendung zur Projektförderung bis 30.000 EUR“ ("New application for project funding up to EUR 30,000").
- ➔ Note: In the funding portal, each individual page (A1, A2-A3, A4, B1; C1-C3) must be saved temporarily. This means that the application can also be processed or supplemented with a time delay. Processing will not be blocked until the application has been sent.

Application for Project Funding

A1: Enter personal and bank details.

The information on whether the project is financed with more/less than 50 percent from public funds refers to your planning: The fact that your actual financing may be different at the conclusion of financial security is irrelevant at the time of application.

A2-A3

„Antrags- und Vorhabenbeschreibung“ (Application and Project Description)

Please provide the following information under A2

- “Beantragt wird” (The application is for)
- „Bezeichnung des Vorhabens“ (Title and/or kind of project)
- “Der Antrag wird gestellt bei” (The application will be submitted to)
 - ➔ choose: Fachbereich Kultur / Kulturbüro (Department of Culture / Cultural Office) and the appropriate selection of sector/subject area e.g. production funding for theatre - Theatre Jury (Theaterbeirat), production funding for dance - Dance Jury (Tanzjury), project funding for Performing Arts at the Culture Office (Projektmittel DK- Kulturbüro)
- “Bei diesem Antrag auf Zuwendung handelt es sich um einen” (This application for funding is a) → always select “Erstantrag” (first application) for project applications.

please do not enter anything in:

- “Durchführungsort” (Place of implementation) → instead, please insert in the field "see project application".

A3 Beschreibung des Vorhabens (Description of the project)

- Please insert the short description in the project application form (attachement) → in the field please insert "see project application".
- The implementation period (“Durchführungszeitraum”) may start at the earliest on 01.01. and usually ends at the latest on 31.12. If this is not the case for your project, please contact your administration to make any necessary formal amplifications.

A4 Finanzierung des Vorhabens (Financing of the project)

Please provide all details

- “Personalkosten” (Personnel expenses)
 - ➔ Personnel expenses also include the fees of freelancers and ancillary wage costs such as KSK.
- “Sachausgaben” (Material expenses)
- “Eigenmittel” (Own resources)
- “Fremdmittel” (External funding, e.g. other fundings you have applied for or you will apply for)
- „Beantragte städtische Förderung bei“ (Municipal funding applied at)

B1 Ziel der Zuwendung (Aim of the grant)

- B1.1 „Welches konkrete Ziel wollen Sie erreichen?“ (What specific objective do you want to achieve?) → Please insert "see project application" in the field.

Please provide an indication under

- B1.2 “Woran messen Sie die Zielerreichung (konkrete Kennzahlen)” (How will you measure the achievement of the objective (concrete key figures)?)
- B1.3. “Verfolgen Sie mit Ihrem Vorhaben vorwiegend...” (Which is the primary purpose of your project...?)
 - ➔ select: „Kulturelle Aufgaben: Das Vorhaben trägt zur Förderung von geistigen, künstlerischen und / oder wissenschaftlichen Leistungen bei.“ (Cultural

purpose: The project contributes to the promotion of intellectual, artistic and / or scientific achievements.)

➔ Multiple selection is not possible here. For applications in the field of culture, it is therefore mandatory to select "cultural tasks").

C1-C3 Abschließende Erklärungen / Final Declaration

Please provide all information

- Declarations
- Upload attachments: Application form for funding of a project, if applicable, attachment(s) from your sector/subject area, cost and financing plan.
- If applicable, application for early start of project

➔ Finally, click on “Speichern” (Save) and “Antrag versenden” (Send application).

A complete application includes:

- the application form for funding of a project,
- If applicable, annex(es) from your sector/subject area requesting further specific information on your project, and
- a cost and financing plan.

You can find the completion aids and forms under <https://bit.ly/3dCZ28H>

(All material in German, some already available in English)