



## GUIDELINES ON APPLICATION & PROJECT PROCESSING PROJECT & EVENT FUNDING

### OBJECTIVE OF THE FUNDING

The Bavarian State Association for Contemporary Dance (BLZT) annually awards funds from the Bavarian State Ministry of Science and the Arts, which are allocated to one of the following areas:

1. Event funding (e.g. festivals)
2. Project funding (elaboration of a new production)
3. Continued education (exemplary continued education projects that contribute to the qualification of dancers with regard to the profession of dance and have a Bavarian-wide impact or projects in which dance teachers can acquire additional qualifications)

### AWARD CRITERIA

#### Formal criteria:

- The project must **not have begun at the time of the jury's decision**. It must generally be completed by December 31 of the application year at the latest. If the project begins before the contract is signed, the grant can only be used for expenditure incurred before the jury's decision if the early start of the project has been applied for and approved in writing by the BLZT in advance.
- As a rule, the BLZT provides the funding **in addition to municipal funding**. Justified exceptions to this are possible. Please note that the proportion of municipal funding will play a greater role in the jury's decision-making in the future.
- **Own capital amounting to at least 10% of the project volume** must be provided when the application is submitted.
- The applicant has his/her **place of residence or company headquarters in Bavaria** or artists residing in Bavaria are significantly involved in the project.

#### Content criteria:

1. The expected **artistic quality and professionalism** of the project is recognized by the expert jury.
2. The project **enriches the dance offerings** of the respective region.

3. The funds are distributed in a **regionally balanced** manner.

## **APPLICATION**

Applications can be submitted until **December 15** of each year. For a project in the following year, the application must therefore be submitted to the BLZT by December 15 of the year at the latest. Applications are submitted digitally via the BLZT application portal. If not all funds are awarded, there may be a residual allocation of funds, about which the BLZT will provide information in good time.

Documents required for the application:

1. Differentiated financing plan in which the total expenditure and total income are balanced
2. Detailed project description
3. Links to previous work, if applicable

Please note that only complete applications are considered formally correct.

## **GUIDELINES ON THE FINANCING PLAN**

### **Own funds**

At least 10% of the total project volume must be covered by own funds.

These are cash funds that the grant recipient can freely dispose of.

These include, for example, own foundation funds, free donations, sponsoring that is not limited solely to the funded measure, reserves, membership fees, rental and lease income, self-generated proceeds including income from the funded event, such as ticket proceeds or participant fees.

### **Cashless own means**

In justified exceptional cases, cashless own means in the form of voluntary work or material resources may also be made.

Cashless own means are services for which no money is paid. These can be, for example, personnel services that are contributed to the project in the form of "voluntary" work or material resources from the project's own stock that are made available to the project. Cashless own means must be made during the project period, their calculation must be presented in a comprehensible manner and, if necessary, supported by additional documents.

### Personnel costs

Per hour of work performed, a maximum of

- 20.63 € for own services (e.g. project development & communication)
- 12.15 € for simple services

can be applied.

Only the hours actually worked and documented (signed time sheets) are taken into account. This amount has been set by the State Ministry of Finance and Home Affairs in order to ensure equal treatment of all grant recipients. Deviations are not possible even if hourly wages paid out in cash would be higher.

### Material resources

If you want to contribute material resources, you must determine the calculation basis yourself and present it clearly in the application.

There are two ways to do this for larger properties:

1. You determine the current market value of the item. "Market value" means what the item is worth today, not what the item cost when it was purchased. If you can prove this value through realistic second-hand offers, you bring this sum into the project.
2. You determine (e.g. through an Internet search) how high the rental price for the device would currently be from a provider and document the offer. If it is not possible to find the same device as a rental object, use a technically comparable device. If this is not possible, proceed as described under 1.

If you bring in small parts (e.g. materials for the construction of props) as cashless own means, please calculate the value on the basis of standard market prices and also create a tabular overview.

## **JURY MEETING**

As a rule, the jury meets four to eight weeks after the application deadline (no legal entitlement). It evaluates applications up to a funding amount of € 25,000. Applications for a higher amount of funding are decided by the Executive Board. You can view the current composition of the jury and the board on the BLZT website [www.blzt.de](http://www.blzt.de).

## **FUNDING APPROVAL & PROJECT EXECUTION**

Shortly after the jury meeting, you will receive a written notification of the funding amount. The funding contract will be concluded as soon as the BLZT has received the funding decision from the StMWK. If the requested funding is not approved in full, an updated financing plan must be submitted to the BLZT before the contracts can be drawn up. The BLZT administration will inform you of this.

The grant agreement is subject to the provision of funds by the Bavarian State Ministry of Science and the Arts. The contracts will be sent in duplicate. One signed copy is returned to the BLZT and one is intended for the contractual partner. The contracts are subject to the General Terms and Conditions for Grants for Project Funding (ANBest-P), which you will receive together with the contract.

**The BLZT must be informed immediately of any significant changes to the content of the project applied for.**

**Please remember:** If the BLZT supports an event or a project, the support must be mentioned on all publications and press releases with the corresponding logo and the following sentence:

*„Diese Veranstaltung/dieses Projekt wird ermöglicht durch den Bayerischen Landesverband für zeitgenössischen Tanz (BLZT) aus Mitteln des Bayerischen Staatsministeriums für Wissenschaft und Kunst.“*

### **Call for funds**

As soon as the signed contract has been received by the BLZT, the funding amount can be called up in full or in part. To do this, fill out the form "Mittelabruf" and send it to the administration. **The entire funding amount must be called up by December 1 of each year.**

### **Proof of use**

The proof of use must be submitted by post and e-mail no later than 8 weeks after the contractually agreed end of the project. It consists of

- The form „Verwendungsnachweis“
- The form „Evaluation“
- The factual report
- Publication references with correct credits
- signed statement of income and expenditure

The income and expenditure must be summarized according to the main items of the submitted financing plan. A target/actual comparison of the individual main items must be drawn up on the basis of the last submitted financing plan. In the event of a shortfall in income or an increase in expenditure of more than 20%, these must be justified.

All forms can be downloaded from [www.blzt.de](http://www.blzt.de). On the basis of the proof of use, the BLZT will randomly request the submission of supporting documents to check your details.

### **FUNDING REFUSAL**

If the jury rejects an application, the applicant will receive a written rejection shortly after the jury meeting.

## THE DEADLINES AND PERIODS AT A GLANCE

<b>December 15</b>	Deadline for submitting applications for projects in the following year
<b>Ca. January/February</b>	Jury meeting, then dispatch of the funding intentions subject to the provision of sufficient funds by the StMWK
<b>December 1</b>	latest call for funds
<b>December 31</b>	latest project completion
<b>8 weeks after project completion</b>	submission of the proof of use

## CONTACT

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(Subject to changes)