

## FAQs – Kreativfonds

### 1. Who is eligible for funding?

Within the *Projects funding line*, (junior) professors from all faculties at the Bauhaus-Universität Weimar are eligible for funding.

Within the *Young Talent funding line*, (junior) professors, artistic and scientific staff of all faculties, and doctoral candidates and students enrolled at the Bauhaus-Universität Weimar can apply for funding.

(Junior) professors and staff must be in regular employment or have civil servant status. Lecturers and honorary professors are therefore not eligible for funding.

### 2. What should I include in my application?

Applications must be submitted exclusively via the online form on the Kreativfonds webpage. A signed project description must be uploaded as enclosure. Applications should abide by the prescribed number of pages. This can be supplemented with two additional pages of graphs, images and suchlike (no additional text).

If you have received confirmation of the framework conditions for implementation of your project (e.g. confirmation of financing or cooperation), these documents may be attached as well.

Students also need to submit a letter of recommendation and their certificate of matriculation.

Doctoral candidates must include proof of acceptance onto the doctorate programme from the respective faculty's Graduate Admissions Committee in addition to the letter of recommendation.

#### Checklist - The following is part of a full application:

- Completed online application form including the following enclosures:
  - 1) Completed and signed form "Project Description"
  - 2) Appendix of max. two pages (only images, no text!)
  - 3) Completed Letter of recommendation signed by the evaluator (students and doctoral candidates)
  - 4) Certificate of matriculation (students)
  - 5) Proof of acceptance onto the doctoral programme from your faculty's Graduate Admissions Committee (doctoral candidates)
  - 6) Where available, further proof (e.g. confirmation of cooperation and/or financing)

Applications not meeting the formal requirements will not be presented to the selection committee for consideration.

### 3. Can I submit application documents at a later date?

No. All documents (including the letter of recommendation) must be submitted in a timely manner by the application deadline. Only complete applications will be presented to the selection committee.

### 4. I have almost finished my studies and my contract of employment is about to expire. Can I still apply for funding?

Yes, but if you finish your studies or your contract ends during the implementation period of your project, you have to terminate all project activities at that date and no payments or reimbursements may be carried out after your de-registration or end of employment.

5. When can I apply for funding?

Please see the funding website for details of the application deadlines. These dates are binding. Exceptions cannot be made for projects conceived at short notice.

6. Who decides on funding?

An interdisciplinary selection committee decides who will receive funding (see point 5 of the funding guidelines).

7. How much money is available in the Kreativfonds per year?

*Kreativfonds* is funded from the University budget. The Senate determines the total amount available every year. Funding is then allocated subject to the availability of funds.

8. Do I need a letter of recommendation?

Students and doctoral candidates must enclose a letter of recommendation with their application.

9. Who can provide a letter of recommendation and what else do I need to bear in mind?

(Junior) professors and academic staff from all faculties are able to provide recommendations. However, they may only recommend a maximum of one project for funding through the *Kreativfonds* per application round or deadline.

Please use the form "Letter of Recommendation – Kreativfonds".

Notes on the application

10. Summary

Provide a comprehensible outline of your project

11. Aims and approach

Explain the project goals and how you wish to go about achieving these. Describe your artistic approach, for example, and which materials you wish to use and how.

12. Innovative content and relevance

Describe the innovative features and relevance of your project. Do you address a topic of particular social relevance, for instance?

13. Presentation: form/location/time

Explain the context in which the project will be presented and made accessible to the public. Detail whether permanent, long-term presentation of the project outcomes is desired (e.g. submission of a film to a festival, preparation of a catalogue, etc.).

14. Time and project schedule

The time and project schedule should provide an overview of the planned work steps and time planning.

*Example - short film*

Calendar weeks 30–33: script finalisation, actor casting

Calendar weeks 34–35: filming in Weimar (calendar week 34) and Erfurt (calendar week 35)

Calendar weeks 36–42: cut (rough cut by CW 38; fine cut by CW 42)

Calendar week 45: premiere (query sent to the Lichthaus Kino)

Recommendation: Choose a date for your project start that is at least four weeks after the committee meeting.

15. Expenses and financing plan

You are able to request funding for project-related expenses. See point 4 of the funding guidelines for details of the types of expense that cannot be covered.

Please indicate in your expenses and financing plan what costs you expect to arise and how you plan to finance these.

Note: Expenses prior to authorisation cannot be refunded retroactively.

*Sample financing plan.*

Expenses:

1. *Materials*

1.1 *Materials for set construction (OSB boards, screws, acrylic paint):* €550

1.2 *Props and costumes* €280

2. *Travel (2x Weimar–Leipzig, Berlin–Leipzig, 5 people, 2 nights/hostel):* €400

*Total* €1,230

Financing:

*Kreativfonds: 1.1 and 2 (proportionate)* €700

*Sponsorship (confirmation from Galeria Kaufhof): 1.2* €280

*Personal funds: 2 (proportionate)* €250

*Total* €1,230

16. Requirements for project implementation/follow-up costs

If certain requirements must be met in order to implement your planned project, please document that these have been clarified. This could be, for example, confirmation of cooperation or financing or regarding the use of exhibition rooms, or the clarification of security issues. If follow-up costs arise, please indicate these and explain how you plan to finance them (e.g. professorship budget).