

Information sheet on PROJECT SUPPORT

in the field of performing arts

Requirements

The Cultural Office (Kulturbüro) supports

- o Projects, i.e. time-limited, one-off projects, by theatre and dance professionals.

The following are not funded

- o final theses of artistic courses of study or other projects that are to be realised within the framework of a training course
- o existing series of events

There are various funding sources for projects in the field of performing arts. Please note the different criteria, funding amounts and deadlines for the funding pots.

- o Theatre production funding with an application deadline of 01.09.

(allocation via the Theatre Jury)

- o Production funding for dance with an application deadline of 01.11.

(awarded by the dance jury)

- o Project funding for the performing arts with application deadlines of 01.05. (for the current year) and 01.11. (for the following year)

(awarded via the Cultural Office)

Professional theatre and dance professionals with their own production applications are requested to submit their applications to the Theatre Jury or Dance Jury, to seek discussion with the Theatre Jury/Dance Jury and to invite them to their performances.

There is no entitlement to funding.

	Theatre Jury / Dance Jury	Project funds Cultural Office
Criteria	<p>Theatre Jury (Theaterbeirat) The following are supported</p> <ul style="list-style-type: none"> ○ New productions, co-productions, guest performances, festivals, revivals ○ Proof must be provided of the professionalism of the actors, artistic quality, professional organisation, etc. Criteria can be found in the "Guidelines for the Promotion of Independent Theatre in Hanover" in the version of 23 June 2011; ○ Residency in Hanover <p>Dance Jury</p> <ul style="list-style-type: none"> ○ See the text of the call for proposals ○ Funding is available for e.g. new productions, co-productions, guest performances, revivals. <p>Requirements:</p> <ul style="list-style-type: none"> ○ Professionalism, to be proven via video links to productions ○ Proof of venue may be required ○ no residence requirement in Hanover 	<p>Funding is available for</p> <ul style="list-style-type: none"> ○ Only projects, e.g. workshops, research projects or concept development, possibly structural development measures. ○ Guest performances by Hanoverian groups abroad as well as in partner cities of the LHH in Germany and abroad can also be supported. ○ Projects that focus on artistic processes are desirable: artistic research projects, work-in-progress presentations, theatrical experiments, etc. ○ Site-specificity is desirable ○ Funding is open to professional artists as well as semi-professional or amateur groups if their work is framed in an artistic-professional way. ○ Projects rejected by the Theatre Jury/Dance Jury or projects eligible for application to the Theatre Jury/Dance Jury are generally not funded. ○ Revivals
Selection	The Theatre Jury/Dance Jury recommends, the responsible council bodies of the City of Hanover decide.	The Cultural Office decides on funding.
Amount of funding	In recent years usual with the Theatre Jury: 5,000 to 30,000 EUR, Dance jury: 4,000-17,000 EUR Upper limit: 30,000 EUR	Usually between 500 and 4,000 EUR Upper limit: 4,000 EUR
Deadline	Theatre Jury: 01.09. for the following year Dance jury: 01.11. for the following year	01.11. for the following year and 01.05. for the 2nd half of the current year

Application

Applications for funding from the Department of Culture are submitted via the grants portal of the City of Hannover: <https://zuwendungen.hannover-stadt.de/>.

In addition to the information provided on the grants portal, we also require

- an application for funding of a project (form paper to be uploaded)
- a cost and financing plan (form paper to be uploaded)
- the attachment Performing Arts (form paper to be uploaded)

for projects submitted to the dance jury additionally required:

- document with video link(s) to an artistic work (no trailers, but production recordings, in order to provide the expert jury with a more realistic insight into the stage action) (pdf document without form conditions to be uploaded)
- Letter of intent from the venue or permission for the performance space (pdf document without form conditions to be uploaded)

Informal applications will not be accepted. Please also refrain from submitting supplementary materials.

Completion guides for applications for the award of funding from the Department of Culture via the grants portal of the City of Hannover and the application for funding for a project in the field of performing arts are available on the grants portal (Infoportal/Information on Online Application).

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

General information on the approval of a project

The submitted cost and financing plan is part of the approval and is declared binding. Any deviation of more than 15 percent must be approved by the Cultural Office.

- Changes to the concept of the project are subject to approval and must be communicated accordingly.
- If the actual funding amount deviates from the application amount by more than 15 per cent, an updated cost and financing plan must already be submitted before approval - usually in the spring of the project year. Please briefly explain the corresponding changes.
- If by 30 June of the current project year no secure overall funding for the project has been secured, please submit an updated cost and financing plan.
- If the actual funding amount deviates from the application amount by more than 15 percent, an updated cost and financing plan must be submitted prior to approval - usually in the spring of the project year. Please briefly explain the corresponding changes.
- If the total financing of the project has not been secured by 30 June of the current project year, the funding already approved may be called into question by the Cultural Office. Projects whose total funding has fallen below 50 percent of the plan applied for cannot be certified as having secured total funding.

Condition on advertising media

- The funding by the City of Hannover must be mentioned on all advertising media. The appropriate logo of the Cultural Office will be provided for this purpose. In the case of first-time approval, the use of the logo must be submitted to the Cultural Office for approval before going to print.

Payout of funding:

- Only after expiry of the appeal period - four weeks after approval - or with waiver of appeal from approval.
- The funding called up is to be used for the intended purpose within two months. If this is not possible, this must be communicated.
- Fixed-amount funding. The funding is provided in the form of a fixed amount. This amount remains with the grant recipient in full, even if savings are made and income is increased; unless the total expenditure would be less than the grant amount.

Reallocations:

- Funding is provided for projects that have been successful in the overall assessment of all applications submitted by the respective application deadline. As a rule, it is not possible to reallocate approved funding to a new project.

Proof of use:

- To be submitted six months after the end of the funding period.
 - Factual report, if applicable press articles and/or printed material
 - a compilation of all income and expenditure, which must be structured in such a way that it can be compared with the application documents (target/actual comparison). Please use the form sheet for a financial plan.
 - a list of receipts: List of all receipts and expenditure vouchers
 - Original vouchers or copies of vouchers will be randomly checked on request and do not have to be provided initially.
- The recording and processing of where-used lists will be switched to an online procedure in the grants portal of the City of Hannover <https://zuwendungen.hannover-stadt.de/>. We will inform you in good time about any associated changes to the procedure.

Reclaim/interest:

- A claim for repayment of a proportion of the grant, if applicable, must be expected in particular if
- funds are not used in a timely manner

- funds are not used for the intended purpose
- the proof of use is not submitted in due time.

General information on the GDPR

The new EU General Data Protection Regulation (in German: DSGVO - Datenschutzgrundverordnung) obliges us to inform you that your personal data will be stored by us. We assure you that we will only use your name, e-mail address, postal address, telephone number and professional function in order to be able to fulfil our tasks and to pass on information from the field of theatre promotion to you. Your data will be used exclusively for this purpose (and for bilateral communication) and will of course not be passed on to third parties.

When registering, you agree to the provisions in accordance with the DSGVO.

The current version of the PDF Reader for processing the application is available at

<https://get.adobe.com/de/reader/>

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