

# Guidelines for the Kreativfonds

## 1. Objectives

The Kreativfonds is intended to support art and design projects at the Bauhaus-Universität Weimar. Professors, academic and artistic staff, students and doctoral candidates can develop and undertake their own projects that go beyond the curricular context. Applicants are free to choose their desired project format, and interdisciplinary concepts combining art, design and/or academia are also permitted. The nature of the project should be in the foreground – applications focusing solely on equipment and facilities are not covered by the Kreativfonds. .

## 2. Funding lines and target groups

The Kreativfonds is split into two funding lines:

### a) Kreativfonds 'projects'

The '*projects*' *funding line* supports larger projects with high conceptual demands. They should be extraordinarily innovative and make a perceivable contribution to the Bauhaus-Universität Weimar's visibility in art and design.

(Junior) professors are entitled to submit an application for one project per tender round. Project applications should generally be for no less than €10,000 in total.

### b) Kreativfonds 'young talent'

The '*young talent*' *funding line* promotes smaller, individual initiatives. This is designed in particular to enable staff to implement their own project ideas. Exceptional student work may also receive support. Applications are accepted from artistic and academic staff, (junior) professors in all faculties, and all matriculated students and doctoral candidates at the Bauhaus-Universität Weimar. Applications may be for up to €5,000 per project. A maximum of two applications are permitted per applicant per semester.

## 3. Application procedure

The tender process generally takes place once a year. The deadline is published internally at the University. For smaller applications of up to €700 under the 'young talent' funding line, there are two additional application deadlines during the year. All approvals are subject to the availability of funds. Applications must be submitted by the applicant to the Research Operations Office ([dezernat.forschung@uni-weimar.de](mailto:dezernat.forschung@uni-weimar.de)) electronically as a PDF and in paper form. The current application forms must be used. Two pages of graphics, pictures or similar (no additional text) may be submitted with the application. Students must attach their matriculation certificate and a letter of recommendation to their applications. In addition to a letter of recommendation, doctoral candidates must also include proof of successful admission to the PhD examination procedure by the relevant

faculty's graduate committee. The 'letter of recommendation – Kreativfonds' form must be used. (Junior) professors and artistic and academic staff in all faculties may recommend a maximum of one application per tender round or deadline.

Applications under the '*projects*' funding line must be briefly presented by the applicant and their representative at the selection committee meeting. Applications under the '*young talent*' funding line are presented to the selection committee by members of the relevant faculty.

#### 4. Types of funding

Project-related expenditure may be applied for as part of the project.

Funding will not be provided for the following:

- Regularly recurring formats
- Purely printing cost subsidies for reproducing completed works
- Purely travel cost subsidies
- Catering costs
- Excursion costs, in particular as part of teaching projects
- Acquisition costs and rental fees for technical equipment available to be borrowed from faculties
- Preparation and organisation of conferences and symposiums
- Visa costs
- Insurance
- Final papers (e.g. theses, dissertations, etc.)

#### 5. Awarding procedure

The decision to award funds is made by an interdisciplinary selection committee consisting of members of the Research and Projects Committee, two seconded representatives of the Faculty of Art and Design, a representative of the Faculty of Architecture and Urbanism, and the Equal Opportunities Officer.

The committee takes the following criteria into account when approving projects:

##### *Content and conceptual criteria*

- Strategic fit with the fund's objectives
- Plausibility and quality of the application
- Originality and innovative nature of the project idea
- Sustainability and particular importance for the Bauhaus-Universität Weimar (especially concerning the funding line 'projects')

##### *General criteria*

- Practicability and coherence of the project plan

- Feasibility within the one-year period
- Relation between costs and project activities
- Project not yet being implemented

For smaller project applications of up to €700, the Research and Projects Committee may occasionally make decisions at its regular meetings.

## 6. Announcement, presentation and reporting obligations

Applicants will be informed of the selection committee's decision in writing. The projects being funded will also be published internally at the University.

All projects must be presented publically or internally within the University no later than at the end of the maximum one-year funding period. All publications and presentations must make reference to funding from the Kreativfonds and use the Kreativfonds logo. In addition, a project report at least three pages long must be submitted (in electronic and paper form) to the Research and Projects Committee. A copy of funded film or audio works must also be included. Reports on initiatives under the *'projects' funding line* must also include how the funds were used. Materials must also be made available for media and PR activities upon request.

For Kreativfonds projects, a brief interim report must also be submitted six months after the beginning of the funding period. If requested, the selection committee must also be given a report in the form of a final presentation on the results of the project.

## 7. Project implementation

Creative Fund recipients must be members or employees of the University during the project's implementation and settlement. When spending funds to implement the projects and initiatives being funded, funding recipients are bound by the financial plan submitted. The University's management policies apply.

## 8. Validity of guidelines

These guidelines were drawn up by the Research and Projects Committee on 15 November 2017. The guidelines enter into force on 20 November 2017. From this date onwards, all new project approvals will be subject to the content of these guidelines.

Previously approved projects will be settled in accordance with the guidelines dated 23 January 2017.