

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.

Please note that (junior) professors and staff must be in regular employment or have civil servant status. Lecturers and honorary professors are therefore not eligible for funding. In case of questions, please do not hesitate to contact the Research Operations Office.

2. What should I include in my application?

Projects and Young Talent funding lines – applications for more than €700

Please use the application form "Projects and Young Talent funding lines – applications for more than €700". Applications should be no more than five pages in length. 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), please also include the following.

Young Talent funding line – applications for up to €700

Please use the application form "Young Talent funding line – applications for up to €700". Applications should be no more than two pages in length. This can be supplemented with two additional pages of graphs, images and suchlike (no additional text).

Students also need to submit a letter of recommendation and their certificate of matriculation. In addition to a letter of recommendation, doctoral candidates must include proof of acceptance onto the doctorate programme from the respective faculty's Graduate Admissions Committee.

Applications not meeting these 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 you must be a member or associate of the University during project implementation and invoicing.

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). The Projects & Research Committee is responsible for deciding on applications for funding of up to €700 during its regular meetings.

7. How much money is available in the *Kreativfonds* every 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. If all funds have already been allocated over the course of the calendar year, a notice will be published on the *Kreativfonds* website that applications are no longer being accepted.

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 an outline of your project. Be aware that if you are granted funding for your project, this summary may be published on the *Kreativfonds* website.

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).

Checklist - The following is part of a full application:

- 1) Completed and signed application form
- 2) Appendix of max. two pages
- 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)