



# Fresh A.I.R.

## FÖRDERRICHTLINIE (AiRF)

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# 1 FUNDING ACTIVITY, PRINCIPLES OF FUNDING

The foundation “Berliner Leben” (hereinafter: foundation) is making up to 13 stipend placements available in the framework of the statutory foundation goals with the aim of giving artists the time, space and resources to work in the field of their creative work in which greater reflection or focus appears worthwhile.

A new living environment and meeting other artists not only offer the ideal prerequisites for further developing the artist’s own creativity but also for new artistic processes. With the 6 month grants, the stipendiaries (hereinafter: grantees) are given the opportunity to acquire fresh impetus during their stay and to progress artistically having become involved in Berlin’s cultural life and to gather important experiences for their future professional careers.

With the Fresh A.I.R. scholarships, the Foundation supports innovative projects that are based in Urban and New Contemporary Art and deal with the thematic complexes advertised in the various calls for applications.

# 2 FUNDING PURPOSE, LEGAL BASIS

In the framework of the Artist-in-Resident scholarships, the foundation financially funds artists through one-off grants. The aim of the funding is to support artists with innovative project ideas through granting them scholarships. This is done taking into account the funding priorities. The funding is intended to help artists develop their ideas further and to realise them in the shape of a concrete piece of art.

The foundation grants scholarships based on this guideline. This funding guideline does not warrant a legal claim to the funding by a stipend being granted. A right to information regarding the justification of a funding approval or rejection likewise does not exist. Recourse to the courts is thus excluded.

### **3 FUNDING WITHIN THE FRAMEWORK OF THE SCHOLARSHIP, APPROVAL OF THE SCHOLARSHIP**

Included in the 12-month stipend are:

- the rent-free provision of living space (1 bedroom, 1 living room/office, Internet connection, kitchen and bathroom including water, electricity, heating and basic cleaning) in Berlin for the duration of the stay,
- a monthly allowance for material costs,
- the assumption of the second residency tax for the duration of the stay,
- furthermore, the stipendiaries will be granted a lump sum for living costs for the requested period of six months.

The approval of the funds will be done in a legally binding way solely in the form of a written grant approval. All other commitments or prior notifications on the passing of resolutions by the decision-making bodies are non-binding.

## 4 CONDITIONS OF APPROVAL

Grants will be authorised to the applicants of the Artist-in-Residence scholarships under the prerequisites laid down in Points 4.1 to 4.6.

### 4.1 GRANTEE ENTITLED TO SUBMIT AN APPLICATION

The foundation funds artists from the EU member states (exemptions to country of origin exclusively in accordance with the invitation process Point 6.2 AiRF), whose residence is outside of Berlin and

- a) who can prove they work in the field of Urban and New Contemporary Art or
- b) who are looking for the cross-genre exchange with art forms of Urban and New Contemporary Art.

The stipend has no age limit. Furthermore, it is irrelevant whether the stipendiary has a university degree. The scholarships are awarded to individuals. Former grantees from the Artist-in-Residence stipend programs of the foundation are excluded from a renewed application.

Applications with a planned project that has no explicit connection to the topics published in the applications are excluded. A co-financing of the project by another sponsor is excluded.

### 4.2 PROOF OF PRIMARY RESIDENCE

Proof of main residence will be required should you be included in the final selection by the jury.

### 4.3 RESIDENCE REQUIREMENT

There is a residence requirement in the artists' residences. The applicants undertake to live in the provided living space for the requested period upon accepting the stipend.

### **4.3.1 REPORTING OBLIGATION**

The applicants undertake to register and de-register with the police in Berlin. The artists' residences are hereby registered as second residences of the stipendiary. The additional costs thereby accrued through due public charges (second residency tax) shall be borne by the foundation.

### **4.3.2 ABSENCE REQUEST**

Absence requests must be made for periods in which the grantees are absent for a longer time (except weekends and holidays). In this case, the subsidy amounting to 25 EURO per day is omitted.

### **4.4 REGULARITY**

The applicants chosen by the selection committee will only be sent the grant approval when the foundation has received the signed contracts and forms necessary for the stipend as well as proof (stipendiary contract along with appendices, tenancy agreement along with appendices, proof of overseas health insurance and liability insurance for the duration of the stay in Germany).

Funds will be paid out in accordance with the payment procedure under Point 8.4 AiRF and subject to the adherence to the approval conditions under Point 5 AiRF, in the sequence after submitting the aforementioned necessary documents as well as the stipendiary moving into the artists' residence in Berlin.

### **4.5 ORIGINALITY OF THE PLANNED PROJECT**

Funds will only be granted for such planned projects that have not yet started at the time of the application being made. An early start of the measure requires a prior application and consent.

## 4.6 THIRD-PARTY FUNDS AND SECONDARY EMPLOYMENT

The applicants must state whether the planned project depicted in the funding application has been simultaneously submitted to another institute with the aim of getting a decision on funding. In addition it must be stated which to institution this application has been submitted in this or a similar form.

The applicants are obliged to provide information in writing, without having to be requested to do so, stating whether other grants have been requested from resp. authorised by other institutes (third-parties).

After issuing the grant approval, a planned project can no longer be rejected due to double funding.

## 4.7 OWN FINANCIAL CONTRIBUTION

At the time of moving in, a deposit of 300.00 Euro will be charged for the furnished artist's residence. This amount will be deducted from the grant in the first month of the scholarship. If no damage occurs, the amount will be transferred to the account of the stipend 2 months after departure.

## 5 PARTICIPATION CONDITIONS

Grantees undertake

- to duly realise the planned project corresponding to the depiction in the application documents,
- to design and conduct a workshop,
- to participate in events by funding partners as well as the museum (e.g. lectures, panel discussions, etc.),
- to participate in a concluding presentation of the work results.

Each grantee further guarantees his/her willingness to take part in a cultural and artistic exchange with the foundation and Berlin artists.

## 6 APPLICATION PROCEDURE

### 6.1 APPLICATION PROCESS

The application is free of charge and can be made via the online application portal. The applicants must fill out and attach all necessary documents. Necessary parts of the application (planned project, cost schedule) must be drafted in such a way that the foundation can see all necessary information in it. The principle of evaluating the file as it stand applies.

The following information is required for the application:

- 1) **artistic curriculum vitae**: with complete contact details, information on education and overview of the artistic career up to now,
- 2) **work samples**: at least 3 and a maximum of 8 work samples (JPG, PNG, PDF),
- 3) detailed **project proposal**,
- 4) **budget plan**.

The application process is time-limited. The deadlines can be found in the call for applications published for each year.

Applications sent to email addresses will be excluded from the approval procedure. After receipt of the application documents the applicants will receive a confirmation of receipt. The rejection of application documents not submitted on time / or incomplete application documents shall be done in the framework of the current administration.

## 6.2 INVITATION PROCESS

There is the possibility of potential applicants from non-EU countries being able to participate upon the invitation of a member of the selection committee. Members of the selection committee shall use the internally sent invitation form for this purpose. The invitation process is bound by the temporal deadlines of the application process, see Point 6.1 AiRF.

In addition to the complete application documents according to point 6.1 AiRF, potential applicants must submit the following documents by e-mail by the deadline: the letter of invitation sent to him/her with the signature of the member of the selection committee.

## 6.3 APPLICATION REVIEW, APPROVAL PROCEDURE

The project proposals received are in competition with each other. The Foundation verifies the formal requirements and the compatibility of the content of the proposed project with the topic of the call for proposals. Moreover, the realisation of the requested projects will be reviewed, amongst other things, in terms of organisational and financial viewpoints as well as those requiring approval.

If necessary, the foundation will conduct talks to assess the applications and to determine the eligible expenditure. In the process of application review, the foundation can request other explanations from the applicant. The foundation likewise retains the right to have project applications assessed by external experts. It shall choose the experts respectively corresponding to the requirements of the individual applications from various disciplines, universities and institutions.

An internationally composed selection committee will decide on the awarding of the Artist-in-Residence scholarships. The selection committee is free to make decisions and is not subject to the principle of equal treatment. Only complete applications will be submitted to the selection committee. The selected stipendiaries will be informed about the granting of the stipend and the rights and obligations associated with this in writing. Reasons for the decisions by the selection committee will not be given.



## 6.4 CONTRACTS, OBLIGATIONS

By signing the contracts (stipend contract, contract of loan), the grantees accept the obligations associated with the stipend (residence obligation, production obligation, obligation to conduct a workshop, obligation to participate in events by the URBAN NATION Museum).

The scholarships may only commence when the foundation has received the complete signed contracts and the grantees have undertaken to explicitly adhere to the contractual terms.

## 7 FUNDING

The grants within the framework of the Artist-in-Residence scholarships are in the following framework.

### 7.1 TYPE

The allowances will be granted by means of the project funding.

### 7.2 FORM

The allowances will be granted as non-repayable grants.

### 7.3 AMOUNT

The Artist-in-Residence stipend amounts to a total of 1,900 Euros per person and month. It will be divided up monthly for the duration of the stay as follows:

- rent-free living (incl. electricity and WLAN) to the value of 1,000.00 Euros,
- grant towards the cost of living amounting to 500.00 Euros,
- material costs amounting to 300.00 Euros,
- grants towards the mobility costs amounting to 100.00 Euros (fares in Berlin and surroundings), as well as the
- assumption of second residency tax.

## 7.4 PAYMENT PROCEDURE

The grant towards the cost of living and the grant toward the mobility costs will be transferred monthly by the 15th onto the bank account stated in the stipendiary contract.

The material costs for a twelve-month scholarship amount to a total of 3,600.00 euros and are paid as in 3 instalments (on the 1st, 2nd and 3rd trimester) to the bank account specified in the scholarship agreement.

## 8 OTHER FUNDING REGULATIONS

The cooperation with partners (e.g. art production, publishers) in operative projects requires the written application and consent of the foundation. The foundation retains the right to contractually agree the regulations necessary for the cooperation. The period to implement a cooperation with partners must therefore be planned allowing sufficient time.

Aids to prepare the works of art (technical appliances, moveable objects, etc.) that are purchased with the granted means generally become the property of the grantees. The proper storage and safekeeping as well as possible maintenance of the appliances are to be guaranteed. The running costs of the appliances (operating costs) such as maintenance, repair, spare parts, etc. will only be assumed in the framework of the approved cost schedule of the planned project. Individual items are to be agreed with the foundation "Berliner Leben".

## 9 APPLICATION OF FUNDS, PROOF OF USE

The granted means are basically appropriated corresponding to the specified grant types. The grantees undertake to adhere to the intended use of the received grants. The granted means can neither be assigned nor attached.

## **10 QUALITY ASSURANCE PROCEDURES, PR WORK, REPORTING, PROJECT COMPLETION**

The Foundation reserves the right to make the projects of the sponsored persons as well as the funding decision made by the jury itself the subject of a public announcement. The recipient expressly agrees to this.

The Foundation attaches great importance to communicating the projects through active press and public relations work. All public relations activities concerning the project must contain a reference to the funding by the Foundation. They must be coordinated with the Foundation within the first four weeks after the start of the scholarship.

The grant recipients are obliged to provide information on the status of the project at any time upon request by the Foundation. In addition, they must report, without being asked, on events that significantly change the timetable for the implementation of the project.

The grantees themselves are responsible for their projects and the recruitment of participants. Grantees are expected to make contact with potential cooperation partners independently and to maintain this contact for the further course of the project.

Quality assurance enhances the culture of quality at the Stiftung Berliner Leben and takes into account the needs and expectations of the funding recipients and other stakeholders.

A regular review of artistic progress and meaningfulness of content by the artistic director ensures that the grant remains appropriate and that a conducive and effective working environment is created for the grantees.

A denial of insight into the artistic projects at regular intervals by the sponsoring organisation Stiftung Berliner Leben or a non-truthful statement in the application about the artistic achievements, as well as the development of an insubstantial project can lead to exclusion from the Fresh A.I.R. scholarship programme.

The Foundation assigns great importance to the dissemination of the results achieved. At the request of the Foundation, the beneficiaries shall provide further informative text and image material for this purpose.

The grant recipients will provide the Foundation with finished artistic works for the purpose of a final exhibition by the deadline announced in good time. The final event serves the purpose of presentation and not sale. The grant recipients may submit an application for a grant to the artistic director in connection with the final exhibition in order to be able to complete and present the projects in an all-encompassing manner. The application will be reviewed by the Chairman of the Foundation's Board of Directors and the artistic director.

## 11 FORMAL STATUS

The granting of the scholarship does not constitute any employment relationship with the sponsor. The stipend does not represent any salary in particular in terms of § 14 Sozialgesetzbuch IV (Social Security Statute Book) and is not subject to any social security. The grantee is obliged to guarantee his/her own health and liability insurance and must prove this upon the request of the foundation. The stipend is a tax-free income that is not subject to wage or income tax.

## 12 RIGHT OF REVOCATION

The foundation can revoke the allowance and demand the repayment of already paid allowances if an important reason exists, in particular if

- the grant was given due to the incorrect or incomplete information stated in the application,
- there was or is a breach of the conditions of approval or requirements associated with the grant,
- the means were or are not used corresponding to the purpose, were not settled on time, not properly or incompletely, the contractually regulated obligations are or were not observed,
- the measure was not started within 2 weeks after the agreed start of stipend.

## **13 PERIOD OF VALIDITY**

The new version of this guideline comes into force on the day after its publication.

## **14 RECOGNITION OF THE GUIDELINE**

With the submission of the signed contracts the grantees acknowledge the terms of this guideline as well as all other grant conditions expressed up to the time of the sending of the grant approval. These are an integral part of the stipend agreement.

## **15 COMING INTO FORCE**

The new version of the guideline comes into effect on 21st January 2022 and is to be used for all applications from the funding year 2023.

Berlin, 21st January 2022

signed Dr. Hans-Michael Brey