



**URBAN NATION**  
MUSEUM FOR URBAN CONTEMPORARY ART

# ARTIST IN RESIDENCE SCHOLARSHIP #2



**Berliner  
Leben**  
Eine Stiftung der Gewobag

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## FUNDING GUIDELINE (AiRF)

### 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 3 to 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.

### 2 FUNDING PRIORITIES

The foundation promotes innovative projects that are ensconced in Urban and New Contemporary Art and that are orientated towards the funding priorities of the foundation “Berliner Leben”. At least two of the three funding priorities must exist:

#### **Local specificities**

- Projects that reflect the charged relationship between locality and urbanity,
- Projects with a local connection,
- Projects that appear integrated in the districts.

#### **Social commitment**

- Projects that are positioned socially or societally,
- Projects that involve residents and/or visitors in a participatory way,
- Projects that work towards ensuring social diversity or equal opportunities in line with the foundation's objectives resp. that are decisively directed against discrimination (e.g. against sexism, racism and antisemitism).

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### Originality

- Projects that are characterised by artistic autonomy, try out new artistic forms of expression or develop an independent design vocabulary,
- Projects that artistically visualise cultural, historic or time-specific phenomena,
- Projects that artistically deal with the present and future of urban society.

## 3 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.

## 4 FUNDING WITHIN THE FRAMEWORK OF THE SCHOLARSHIP, APPROVAL OF THE SCHOLARSHIP

Included in the 3 to 6-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 three or 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.

## 5 CONDITIONS OF APPROVAL

Grants will be authorised to the applicants of the Artist-in-Residence scholarships under the prerequisites laid down in Points 5.1 to 5.6.

### 5.1 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 7.2 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 with at least two of the funding priorities in terms of content stated in Point 2 are excluded. A co-financing of the project by another sponsor is excluded.

### 5.2 PROOF OF PRIMARY RESIDENCE

The applicants have their primary residence outside of Berlin and prove this in the application by providing the relevant documents.

### 5.3 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.

### 5.3.1 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.

### 5.3.2 ABSENCE REQUEST

Absence requests must be made for periods in which the grantees are absent for a longer time for special reasons (e.g. death in the family). A continuation of the funding can be granted after the special reasons have been reviewed.

### 5.4 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.

### 5.5 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.

### 5.6 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.

### 5.7 OWN FINANCIAL CONTRIBUTION

When moving in a security deposit amounting to 300 Euros is to be deposited for the furnished artist's residence. Flexible payment regulations exist.

## 6 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.

## 7 APPLICATION PROCEDURE

### 7.1 APPLICATION PROCESS

Applications can only be made in text form (digitally). Necessary parts of the application (motivation letter, 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 application is free of charge and can be made via the online application portal that the applicants can reach via the Internet site of URBAN NATION Museum <https://urban-nation.com/de/artist-in-residence-programme/>. The applicants must fill out and attach all necessary documents.

Besides the completely filled out **application form**, the following additional documents (in German or English) are necessary:

- 1) **artistic curriculum vitae**: with complete contact details, information on education and overview of the artistic career up to now,
- 2) **motivation letter**: description of the motivation to participate in the residence program,
- 3) **work samples**: at least 3 and a maximum of 8 work samples (JPG, PNG, PDF),
- 4) detailed **project proposal**,
- 5) **budget plan**,
- 6) **proof of main residence**: copy registration card/proof of address.

Das Bewerbungsverfahren ist befristet. Die Fristen werden unter <https://urban-nation.com/de/artist-in-residence-programme/> veröffentlicht. Anträge sind fristgerecht über das Bewerbungsportal auf der Internetseite des URBAN NATION Museums einzureichen oder per E-Mail an [artist-in-residence@stiftung-berliner-leben.de](mailto:artist-in-residence@stiftung-berliner-leben.de) zu senden.

The application process is time-limited. The deadlines are published at <https://urban-nation.com/de/artist-in-residence-programme/>. Applications are to be submitted in time by email to [artist-in-residence@stiftung-berliner-leben.de](mailto:artist-in-residence@stiftung-berliner-leben.de). Applications sent to other 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 by email.

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### 7.2 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 7.1 AiRF.

In addition potential applicants must submit along with the complete application documents, in accordance with Point 7.1 AiRF, the following documents by email on time:

- a) valid residence permit for Germany for the requested stipend period
- b) the invitation letter sent to him/her must be attached to the application documents.

### 7.3 APPLICATION REVIEW, APPROVAL PROCEDURE

The received project sketches will compete against each other. The foundation shall review the formal prerequisites and the content-wise compatibility of the requested project with the funding priorities laid down in Point 2. 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.



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### 7.4 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 Artist-in-Residence stipend may only commence when the foundation has received the complete signed contracts and the grantees have undertaken to explicitly adhere to the contractual terms.

## 8 FUNDING

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

### 8.1 TYPE

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

### 8.2 FORM

The allowances will be granted as non-repayable grants.

### 8.3 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.

### 8.4 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 three-month stipend amounting to 900.00 Euros will be transferred as a non-recurrent amount in the first month onto the account stated in the stipendiary account, the material costs for a six-month stipend amount to a total of 1,800.00 Euros and will be paid out as follows onto the bank account stated in the stipendiary contract: the first payment of 900.00 Euros will be made in the first month of the stipend, the second payment of 900.00 Euros in the fourth month.

### 9 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".

The usual regulations at the university are valid for the funded students at a university. The enrolment certificate is to be submitted before the beginning of the respective semester.

### 10 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.

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### 11 PR WORK, REPORTING, PROJECT COMPLETION

The foundation retains the right to make the projects of the grantees themselves as well as the funding decision made by the jury the object of a public announcement. The grantee explicitly declares himself/herself in agreement with this.

The foundation attaches great importance to communicating the projects through an active press and PR work. All effective PR activities related to the project must contain an indication of the funding by the foundation. They are to be coordinated with the foundation in the first four weeks after the start of the stipend.

The grantees are obliged to provide information about the status of the project at any time upon the request of the foundation. Furthermore, they are to report on events, without having to be requested to do so, that significantly change the schedule of the implementation of the project.

The grantees are obliged to make a summarising final report (max. 5 pages) to the foundation within three months after the end of the appropriation period.

The foundation attaches great importance to the distribution of the achieved results. For this purpose grantees are obliged to make further meaningful text and image material available upon the request of the foundation.

The grantees will make available to the foundation completed artistic works for the purpose of a final exhibition upon the submission date that is announced on time.

There is the possibility that the foundation purchases one work per grantee following the scholarship.

### 12 FORMAL STATUS

The granting of the stipend 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 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.

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### 13 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.

### 14 PERIOD OF VALIDITY

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

### 15 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.

### 16 COMING INTO FORCE

The new version of the guideline comes into effect on .... 2019 and is to be used for all applications from the funding year 2019.

Berlin, January 30, 2019

signed Dr. Hans-Michael Brey