



Project application

**for the visual arts and media art, literature and philosophy,
performing arts, music and sound, public art,
cultural education, interculture and film**

Area of funding	Date of application	Number (to be completed by the Cultural Affairs Office!)
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- Single project funding**
- Research funding** (as far as possible according to the guidelines)
- Concept funding for the period from** _____ **to** _____
(according to the guidelines when possible)
- The application has been submitted in an earlier funding round or with another specialist unit.

1 Applicant

Name of the institution / the surname and first name of the person responsible

2 Project title

3 Project duration

Start date	End date
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Planned event/performance dates, if applicable: _____

4 Funding amount applied for from the City of Stuttgart (cf. cost and financing plan)

Planned revenue (without funding from the City of Stuttgart)	Planned expenditure	Funding applied for
euro	euro	euro

5 Project

Present the concept in a few sentences. What is of particular importance to you about this project?
(max. 500 characters)

6 Participants

Who is actively involved in the project and how? Do you intend to work with additional partners (e.g. groups, initiatives, associations etc.) within the framework of the project?
If so, please indicate in which areas they will be co-operating.

7 Goals

Which project goals do you wish to achieve? What initial actions are planned? Are specific target groups to be addressed?

8 Visibility and participation

How do you plan to reach your target groups? Which communication channels will you use to inform the urban community about your project? Which formats of communication and participation are planned (e.g. measures to lower barriers / increase inclusivity, placement programmes, workshops)?

9 Workplace and location

Where is the project to take place? Has the feasibility of the proposed location been checked (if necessary) with the Public Order Office? Is the location accessible for all and barrier-free?

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10 Funding history

Institutionally funded by the City of Stuttgart?

Yes

No

Information on previous project funding from the Cultural Affairs Office

Funding area	Year	Funding amount
		euro
Funding area	Year	Funding amount
		euro
Funding area	Year	Funding amount
		euro

11 Information about the applicant

Name of the institution

Legal form

Applicant (surname, first name)

Address (street, house number, postal code, city)

Telephone

Mobile phone

E-mail address

Website

Represented by (where applicable, e.g. production or project management)

Name of the institution

Legal form

Authorised representative (surname, first name)

Address (street, house number, postal code, city)

Telephone

Mobile phone

E-mail address

Website

12 Bank details of authorised payee

Account holder (surname, first name)

IBAN	BIC
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13 Annexes

- Project/research/concept description (approx. two pages)
- Description of the project participants (e.g. brief CV)
- Schedule
- Cost and finance plan (including information on third-party funding)
- Itemisation of fees (separate sheet)
- Links to audio-visual media, work and text samples. Download links and links to clouds should be valid for at least three months from the time of submission.

14 Declaration

I declare that

- I am of legal age,
- the information I have provided is complete and correct,
- the programme to be funded has not yet started and no supply and service contracts have been concluded to date,
- I will inform the Stuttgart Cultural Affairs Office immediately of any relevant changes to the project, in particular to its costs and financing.

I am aware that

- there is no legal entitlement to funding from the Stuttgart Cultural Affairs Office,
- the funds are granted on the grounds of a funding decision based on the submitted project description, my associated calculations and the decision of the jury,
- the Cultural Affairs Office may annul its funding decision, refuse further payments and reclaim funds already paid if the decision of the Stuttgart Cultural Affairs Office was made on the basis of incorrect information supplied in this application or its annexes,
- commencing the programme after the submission of the application documents and prior to a potential funding approval is at my own risk and it does not constitute legal entitlement to funding.

I agree that the Stuttgart Cultural Affairs Office may

- store my data for internal documentation and administration,
- disclose it to a third party provided that this is required for the planned funding of the project
- disclose to the public (internet/print products) the name, address, contact data, website, a brief description of the institution and the project title in the event of successful funding.

I confirm that in the cost and finance plan

- all planned revenue and expenditure related to the project is included,
- only project-related expenses for personnel and office supplies are included (no labour costs for permanent staff, rent of the regular premises or imputed costs),
- net amounts are stated insofar as pre-tax deduction is possible,
- fees are correctly taxed and supported by the appropriate invoices,
- the acquisition of objects is only to be undertaken if the conditions of purchase are more favourable than those of renting, three comparable quotes are submitted for invoice amounts of 1,000 euro or above and the acquired object is to be used for cultural purposes of general interest over the depreciation period. The quotes are to be submitted with the usage report upon conclusion of the project.

E-mail address or signature of contact

(If application is submitted electronically, the e-mail address is taken as a signature)

If an electronic application is not possible, the application is to be submitted in written form with six duplicate copies.