



Senate Department for Culture and Social Cohesion

Division I A - Funding for artists, projects and independent groups

## INFORMATION SHEET

### PROJECT FUNDING FOR EARLY MUSIC 2026

**The application deadline is Tuesday, 28 January 2025, at 2 pm (CET)**

Please read this information sheet carefully and take note of all formal requirements.

Please also note that applications that do not meet the requirements will be excluded from the jury process.

#### **Purpose of funding**

Funding is available for projects by professional artists and curators who focus on early music. The focus should be on historical performance practice (historical musical instruments or corresponding vocal ensemble formations). CD productions are not eligible for funding.

#### **Target group**

Funding is available for temporary and non-commercial projects with professional musicians. Applications can be submitted by groups, individuals or institutions.

#### **Funding objectives**

- Supplementing the existing music programme in Berlin
- Increasing public awareness of early music
- Improving the working situation of those involved in this field
- Further artistic development of the ensembles and/or strengthening of their profile
- Improving competitiveness
- Increasing the reception of early music in the professional world and the media

#### **Requirements and conditions**

- The applicant (person or institution) must have their first place of residence/headquarters in Berlin.
- The majority of those involved in the project live and work in Berlin (first residence). Proof of this must be provided on request.

- Students cannot apply. A grant cannot be awarded to persons who are enrolled at a university during the funding period. Violations can lead to a cancellation of the funding.
- Only one application may be submitted per applicant per funding programme. If the same applicant submits several applications, the most recent one will be considered. Participation in several projects is possible.
- Non-EU citizens can apply if their passport or temporary permit/certificate contains a note from the Business Immigration Service (BIS) of the State Office for Immigration (LEA) that allows them to work on a self-employed basis.
- The project must take place in Berlin and the premiere should be in Berlin.
- The project must not have started yet. The earliest possible start date is 01.01.2026.
- The projects are limited in time. The project applied for must be realised within one calendar year.
- The focus should be on historical performance practice (historical musical instruments or corresponding vocal ensemble formations).
- The content of the proposed project must focus on early music. As long as this focus is maintained, deviating project parts are permitted (e.g. for the presentation of comparative compositions, interdisciplinary projects).
- The criteria for funding are primarily artistic quality, creative force and continuity.
- Applicants should take the recommendations drawn up by DACH Musik Berlin on fee limits (“Berlin Model”, 1st stage) into account in their financing plan.
- People with disabilities are legally entitled to equal participation in cultural life, in particular access to cultural events and programmes. Please list in the application form whether and for which target groups you are planning barrier-free programmes and how this is reflected in the financing plan. Initial advice is available from the [Berlin Project Office for Diversity Development \(DAC\)](#).

#### **The following projects will not be considered**

- Music theatre projects
- Projects by mainly students or young musicians.
- Profit-oriented and/or commercial projects

#### **Funding volume**

Subject to the availability of funds the total budget is estimated as approx. 300,000 €. Applications can be submitted for material and personnel costs that are necessary for the realisation of the entire project.

Ongoing (operating) costs, the purchase of musical instruments and the production of sound carriers (records, CDs, DVDs, etc.) cannot be funded as part of the project funding.

### **Financing plan**

- Several funding institutions/donors may be involved in the financing. However, it is not possible to be simultaneously supported by several funding programmes of the Senate Department for Culture and Social Cohesion (this also includes programmes of the Initiative Neue Musik e.V. and Musicboard Berlin GmbH).
- It is possible for an applicant to receive funding from the Senate Department for Culture and Social Cohesion or from third parties for other projects, or structural funding or grants.
- Should the amount for funding submitted in the application documents differs from the amount entered into the actual application form, the sums from the form will be considered.

We reserve the right to formally reject applications with missing or incomplete attachments or non-compliance with the application guidelines.

### **Jury process**

This call for proposals is subject to the availability of funds.

- An expert jury will assess the applications and make funding recommendations. The jury members are: Mayumi Hirasaki, Natalie Pfeiffer, Doerthe Maria Sandmann.

Please refrain from contacting the jury members before submitting your application.

All applicants will be informed of the jury decision by email in April/May 2025. The names of the recipients will be published.

### **Funding**

This call for applications is subject to the availability of funds.

### **Formal exclusion**

**Excluded from the application process are:**

The members of the jury, employees of Senate Department for Culture and Social Cohesion and their relatives, political parties or party-affiliated foundations and/or trade unions.

## Deadlines

**THE APPLICATION DEADLINE IS TUESDAY, 28 JANUARY 2025, AT 2 PM (CET).**

Please note: Online applications must be fully submitted by 2 pm. It is no longer possible to send applications after 2 pm. Transfers that have started will automatically stop at 2 pm.

We strongly advise you to submit your application in good time and have all necessary attachments ready beforehand.

If you are uploading large files, please be patient until the file name is shown in the form, only then the file has been uploaded.

**If you have any problems with your application, please contact us immediately by telephone and/or e-mail and provide us with a screenshot.**

Further information on online applications can be found in our FAQ section via this [link](#).

## Application

**Please submit your application and all supporting documents electronically [here](#).**

The application form and the description of the project contained therein must be submitted in German. The portfolio and artistic CV can be submitted in English, if necessary.

If you have a website, please make sure to include the link in the application.

Only these file formats can be uploaded: .docx, .xlsx, .pdf and MP3. Other formats cannot be read!

Exceeding the specified maximum number of pages, characters and/or megabytes will result in formal exclusion from the funding programme, so will incorrectly or incompletely uploaded documents. When submitting your application, please make sure to upload all correct and necessary documents in a legible format! Missing documents will not be subsequently requested. Please check your application carefully for completeness before sending it.

If the formal application requirements set out in this information sheet are not met, the application will be excluded for formal reasons and will not be admitted to the jury process. Once the application deadline has passed, no further submissions can be made by e-mail or in the application centre.

All information given is treated confidentially and used exclusively for the selection and funding process.

**The online application consists of the following documents:**

### **Online application form**

Please provide a precise and meaningful description of your project in the online application form under “Projekt-Kurzbeschreibung” (max. 1,900 characters including spaces and paragraphs).

Please note that the personal data on page 1 and copies of identity documents will not be passed on to the jury.

### **Attachments**

**1. Description of the planned project**

(max. 8 pages, docx-, pdf-file), max. 4 MB, mandatory

Please include a time schedule in the project description.

Attention: Exceeding the specified maximum number of pages (incl. cover sheet, photos, attachment!), will result in formal exclusion from the funding programme.

**2. Financing plan - according to sample. File format xlsx only!**

(xlsx file only), max. 2 MB, mandatory

The sample financing plan in .xlsx file format must be used.

Please ensure that the sums in the application form match the sums in the financing plan you attach. In the event of any discrepancies, the sums in the application form are binding!

**3. Confirmation of at least one presentation venue/confirmation of venue**

(docx-, pdf-file) max. 2 MB, mandatory

Please use the sample “Spielstättenbestätigung”.

**4. Artistic history/career of the ensemble**

(docx-, pdf-file) max. 4 MB, mandatory

**5. Artistic CV of the artistic director(s)**

(docx-, pdf-file) max. 2 MB, mandatory

**6. Documentation of previous activities**

(docx-, pdf-file) max. 6 MB, optional

**7. Links to artistic works**

(max. 1 MB, optional)

Please note: It is not advantageous to provide numerous internet links. It is better to provide one or a few links to meaningful works. Enter the link correctly so that it opens by clicking on it.

**8. Valid proof of residence in Berlin**

(max. 2 MB, mandatory)

The 1st place of residence must be in Berlin at the time of application. Only this address should be given in the online application.

○ **in case of German citizenship**

Copy of identity card (page 1 and 2);

or

Copy of passport and copy of the registration confirmation from the State Office for Citizens' and Regulatory Affairs

A copy of your German passport is NOT sufficient if it does not contain your specific registration address.

○ **In case of non-German citizenship**

Copy of passport and copy of the registration confirmation from the State Office for Citizenship and Regulatory Affairs (or: residence permit from the State Office for Immigration).

If you do not have a current registration certificate, you can apply for a registration certificate online via this [link](#) for a fee.

**9. non-EU citizens:**

(max. 2 MB mandatory, if applicable)

Proof that self-employment is permitted: please scan the page in your passport that permits self-employment or self-employed artistic activity. If you have a temporary permit/certificate, please upload it in full if it contains a corresponding authorization for self-employment.

**10. In case of a group applications**

(Max. 2 MB, pdf file, mandatory if applicable)

GbR contract or GbR declaration signed by all group members. , if there is already a GbR contract. Otherwise please use this [form](#) and submit a copy signed by all members.

For legal entities: Copy of the extract from the commercial register or the register of associations (e.g. associations, UG, gGmbH)

**11. Audio sample 1 in MP3 format**

(6MB, mandatory)

Note: For quality reasons, audio samples should not be less than 6 MB.

**12. Audio sample 2 in MP3 format**

(6 MB, optional )

Note: For quality reasons, audio samples should not be less than 6 MB.

The total volume of all your attachments must not exceed **40 MB**.

**Notes on the financing plan**

- The sample financing plan must be used.
- The financing plan should only contain cash flows.
- It should only include expenditure and income that the applicant manages him/herself. Funds that are managed directly by other bodies should only be stated for information purposes (e.g. as an explanation added to the excel-sheet).
- Expenditure should be economical but also appropriate. Inappropriately low cost estimates do not increase the chance of funding.
- It is not required to use own funds. However, if own funds are part of the budget, they should be secured, as funding will only be granted once the stated own funds have been used up.

- Income, e.g. from entrance fees, must be included in the financing plan. Please carefully consider how much income you will receive from ticket sales. Please bear in mind that the funding only applies once your own and other funds have been used up. If the total income after completion of the project is higher than planned, the funding will be reduced accordingly and you will have to repay (part of) it. This does not change even if you have increased expenditure at the same time, as an increase in expenditure in principle is not provided for.
- The financing plan should only contain project-related expenditure.
  - **The following items/positions are not eligible for funding**
    - amortisation and depreciation
    - costs for the use of own equipment (e.g. computers, musical instruments),
    - representation expenses (e.g. reception or flowers for soloists, catering)
    - expenses or fees referring to contracts concluded before the funding was officially approved
    - lump sums

Please do not hesitate to contact us, if you have any questions or uncertainties.

### **Start of the measure**

The state budget regulations stipulate that only projects that have not yet begun may be funded. Therefore, do not conclude any fee or rental contracts yet, do not place any orders and do not disburse any funds, including your own funds. Otherwise the project can no longer be funded. It is permitted to conclude a contract with the proviso that the project is funded.

### **Revocation or withdrawal of approval**

The approval of the funding will be withdrawn and the funded applicant will be obliged to repay the funding amounts if he/she has obtained the funding wrongly, in particular by providing incorrect information, unless he/she is not responsible for the reason for this.

The grant will be revoked if the funded applicant is no longer in a position to begin or continue the work deemed worthy of funding. In this case, the funding amounts received after the reason for revocation has occurred must be repaid. The repayment claim exists regardless of whether the funding amount has already been used.

**Please note that the grant is in accordance with EU law**



If the grant can be considered a state aid, the funding is granted in accordance with the requirements of Chapter I and on the basis of Art. 53 of Chapter III of the General Block Exemption Regulation (EU) No. 651/2014 of 17 June 2014 (EU OJ L 187/1 of 26 June 2014) in the version of Commission Regulation (EU) No. 2023/1315 of 23 June 2023 (EU Official Journal L167/1 of 30 June 2023) or on the basis of Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (EU Official Journal L, 2023/2831, 15.12.2023 L)

Companies or sectors are excluded from support in the cases of Art. 1 (2), (3) and (5) GBER.

No individual aid may be granted to a company that has not complied with a recovery order based on an earlier Commission decision declaring aid granted by the same Member State to be unlawful and incompatible with the internal market.

Companies in difficulty pursuant to Art. 1 (4) (c) GBER are excluded from funding. Companies in difficulty are companies to which at least one of the circumstances according to Art. 2 No. 18 a-e GBER applies.

It should be noted that information on any individual aid exceeding EUR 100,000 is generally published in the European Commission's State aid transparency database or on a comprehensive national or regional state aid website within six months of the date on which the aid was granted. Reference is also made to the reporting obligation pursuant to Art. 11 GBER

## Contact

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